



# Absence Request

## Absence Information

Student Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Parent Name & Email address: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

2 weeks advanced notice is expected.

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

## Director Approval

- Excused
- Unexcused

Comments:

\_\_\_\_\_  
*Director Signature*

\_\_\_\_\_  
*Date*