This request must be submitted at least 2 weeks prior to the absence. After parents sign the reverse side, students must obtain the signature of each teacher and submit this request to the front office for the Principal’s review and consideration.

Student Name: _______________________________ Date: ________________

Absent From: ____________ To ____________

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>CLASS</th>
<th>TEACHER</th>
<th>TEACHER INITIAL/COMMENTS</th>
</tr>
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<tbody>
<tr>
<td>PERIOD 1</td>
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<td>PERIOD 2</td>
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<td>PERIOD 3</td>
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<td>PERIOD 4</td>
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<td>PERIOD 5</td>
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<td>PERIOD 6</td>
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</tbody>
</table>

OFFICE USE ONLY

EXCUSED ________

UNEXCUSED _________

Date Rec’d _____________

Absences ________

Excused _____ Unexcused _____

Discretionary days used ______

Tardies ________

Excused _____ Unexcused _____

APPROVED BY: ___________________________ DATE: ____________
EXTENDED ABSENCE
DISCRETIONARY ABSENCE

Date of Request: __________________  School: ____________________________

Student’s Name: ____________________________ Grade: __________________

Reason for Absence: ____________________________________________________
_____________________________________________________________________

Date(s) of Absence: ____________________________

Full Day: ☐  Part Day: ☐  Time Departing: _________________

Time Returning: _________________
(Student must follow the school’s normal early dismissal and late arrival procedures.)

For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. This completed form should be submitted to the principal in advance.

For absences in excess of three days, the principal in consultation with the administrative directors will determine if the absences will be lawful/excused or unlawful/unexcused. If the request is for 15 consecutive days or more, the written request should be submitted 2 weeks in advance.

Students with unlawful absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

Students returning from lawful absences have an equal number of days to complete make-up work.

Parent/Guardian Signature: ____________________________

Disposition:  Approved: ☐  Disapproved: ☐

Principal Signature: ____________________________

Reference: HCPSS Policies 8010, 8020, 9010