



Lockwood Elementary

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Request for Excused Absence*

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principles will govern the development and administration of attendance procedures within the district:

*The following are **valid** excuses for absences:*

- a. Participation in a district or school approved activity or instructional program;*
- b. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);*
- c. Family emergency, including, but not limited to, a death or illness in the family;*
- d. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;*
- e. Absence directly related to the student's homeless status;*
- f. Absence from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and*
- g. Principal/designee and parent, guardian, or emancipated youth mutually agreed upon approved activity.*

***Please note: State law requires that a student be withdrawn after 20 consecutive absences. You will need to provide "proof of residence" to reactivate your student upon their return.**

Student Name: _____ Grade: _____ Teacher: _____

Date(s) of absence: _____ Number of School Days Absent: _____

Reason for absence: _____

Please note: Make-up assignments are not provided in advance. Teachers may require some work to be made-up upon return.

I understand that excessive absences may have a direct negative impact on my child's school performance. I also understand I may need to support the maintenance of academic skill at home and that make-up assignments will **not** be provided in advance.

Signature: _____ Relation to Student: _____

Teacher Review (to be completed by the classroom teacher):

Student is achieving at or above grade level? Yes No

Absence may adversely affect academic performance? Yes No

Other comments/concerns: _____

Teacher Signature: _____ Date: _____

The school principal/designee has the authority to determine if an absence meets the above criteria for an excused absence.

- A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and established time limits; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified.

Principal's Decision: **Excused** **Unexcused**

Principal's Signature: _____ Date: _____

This form will be placed in the student's cumulative file.

***Prior Principal Approval Required**

Must submit ONE WEEK prior to expected absence if requesting the absences to be excused.