



Prior Approval Request for Excused Absence Family Activity / Vacation

Please complete, and submit this form to the attendance secretary if your child will miss school for an upcoming family activity or vacation.

Student _____ Grade _____

Student will be absent _____ to _____ for a total of _____ school days.
(M/D/Y) (M/D/Y)

My child will be involved in a family activity. I understand that family activities / vacation may be counted as excused absences only if approved by the building principal and that any days not approved are counted as unexcused absences. I also understand that unexcused absences accrue over the entire academic year, and the school district is required to report unexcused absences to the student's resident county and may be required to file neglect or truancy reports.

Parent printed name _____ Phone Number _____

Parent Signature _____ Date _____

Prior to submitting this form to the office, students are responsible for talking with teachers and obtaining teacher signatures.

Class	Teacher Signature	Notes/Assignments

For Attendance Office Use Only

Date for submitted: _____ Principal's Signature _____

Excused absence dates _____ Unexcused absence dates _____