

# Request for an Excused Absence

Absences will be excused for illness, appointments, family emergencies, deaths in the family, and once in a lifetime events. It is only necessary to request an excused absence for once in a lifetime events. Please complete the form below and submit to Mrs. Bostrom

**NAME OF FAMILY:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**DATES OF ABSENCE:** \_\_\_\_\_

**NAMES AND HOMEROOM OF STUDENTS WHO WILL BE ABSENT:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**REASON FOR THE ABSENCE:**

**PARENT SIGNATURE:** \_\_\_\_\_ **Parent Phone Number:** \_\_\_\_\_

In regards to homework, please refer to the attendance policy section in the handbook.

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**ABSENCE:**      **EXCUSED** \_\_\_\_\_

**UNEXCUSED** \_\_\_\_\_

**REASON:**

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_