

**“Good Attendance is the Key to Academic Success!”**

# INSERT SCHOOL NAME HERE

REQUEST FOR PRINCIPAL APPROVAL OF AN EXCUSED ABSENCE

**Supporting documentation must accompany this form**

## Student Name

(please list siblings on separate forms)

Date(s) of Absence

# Principal Approval Needed For:

### Excuse provided one week after last date absent

Student Number

Date Excuse Received

### Student has reached their 9 district allowed parent authorized absences (PAA, PALA, PAEL, PMD, PMLA, PMEL)

* Family Emergency or Exceptional Situation; Reason:

### Pre-Excused Absence; Reason:

* + Limit to ten (10) per year and must be requested in advance of the absence
  + Refer to Administrative Guideline 5200b

### Student Travel Outside of U.S. Travel (written only)

Reason:

* + I, the undersigned, do hereby request the above named student to be excused for travel outside of the United States. I understand that, if approved, up to only ten (10) days may be excused. I further understand that failure to make contact with or return to school on the eleventh day of the absence may result in the above named student being deemed a transfer outside of the United States and therefore withdrawn from Columbus City Schools.

**Note**: When completing this form, the receiving secretary must scan this document and email it to the school nurse.

### PARENT/GUARDIAN SIGNATURE (when appropriate) DATE:

**For Attendance Office Use Only:**

Absence to be coded as:  Unexcused  Excused  Medical  Medical Early Leave  Medical Late Arrival

* Tardy Unexcused  Tardy Excused  Early Leave Unexcused  Early Leave Excused Principal Signature Date

Additional Comments (if necessary):

* Emailed copy to the school nurse (for Student Travel Outside of U.S. **only**)

Date Entered Into IC

Entered into IC By:

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities

REV Attend. & Acct. 8/13/2019

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