

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

**STUDENT ABSENCE CHANGE REQUEST FORM**

\*use this form to document parents/guardians who call in requesting a change to their student’s absence recorded in Infinite Campus

Student Name Date(s) of Absence

(please list siblings on separate forms)

# A picture containing drawing, light Description automatically generated Call in Information

Name of caller (must be parent or guardian): Time of call:

## Form completed by Date:

# Reason for change request (select one):

## Student was not able to check in online  Parent was not able to check student in online

## Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal approval may be required for the purpose of documenting the reason for accepting or denying the request)

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| For Attendance Office Use Only:  Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_  Original Absence Code:  Unexcused (UNX)  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Requested Change:  Remove Absence Code  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Change Request:  Approved  Denied  Reason for Denial (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of change entry into Infinite Campus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Entered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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REV Attend. & Acct. 8/13/2019

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