



"Good Attendance is the Key to Academic Success!"

SCHOOL: _____

**REQUEST FOR PRINCIPAL APPROVAL
OF AN EXCUSED ABSENCE**

Supporting documentation must accompany this form

Student Name _____ Student Number _____
(please list siblings on separate forms)

Date(s) of Absence _____ Date Excuse Received _____

Principal Approval Needed For:

- Excuse provided one week after last date absent
- Student has reached their 9 district allowed parent authorized absences (PAA, PALA and/or PAEL)
- 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of the absence may result in the above named student being deemed a transfer outside of the United States and therefore withdrawn from Columbus City Schools.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 (or) 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: _____