

'Good	Attendance	is the	Kev to	Academic	Success!"

School:

STUDENT ABSENCE NOTIFICATION FORM

Student Name		Date(s) of Absence				
(please list siblings on separate forms)						
Reason for absenc	e (select one):					
☐ Personal IIII	ness	☐ Medical or Dental Appointment				
☐ Observation	n of a religious holiday	☐ Death in the family (limited to a period of 3 days)				
☐ Other_ (Princip	al approval may be required fo	or the purpose of documenting the reason for accepting or denying the excuse)				
PARENT/GUARDIA	N SIGNATURE:	DATE:				
Absence Call	ed In Via Phone (con	nplete below):				
Name of caller (must	be parent or guardian):	Time of call:				
Form completed by		Date:				
	<u>For</u>	Attendance Office Use Only:				
Student Number:						
Absence coded as:	□ Unexcused (UNX)	□ Parent Authorized Absence (PAA)				
Absence coded as:	, ,	□ Parent Authorized Absence (PAA) ate Arrival (PALA) □ Parent Authorized Early Leave (PAEL)				
Note: If this request exceed	□ Parent Authorized L					
Note : If this request exceed after the last date of absence	□ Parent Authorized L Is the students 9 th Parent Authore, you must submit a Request	Late Arrival (PALA) Parent Authorized Early Leave (PAEL) orized Absence (PAA, PALA and/or PAEL), or the request is received more than one week				

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