



**“La Buena Asistencia es la Clave del Éxito Académico”**

**SCHOOL:** \_\_\_\_\_

**FORMULARIO DE NOTIFICACION DE AUSENCIA ESTUDIANTIL**

Nombre del Estudiante \_\_\_\_\_ Fecha (s) de ausencia \_\_\_\_\_  
(por favor liste a hermanos en un formulario aparte)

**Motivo de la ausencia (seleccione una):**

- Enfermedad Personal
- Cita médica o del dentista
- Observación de fiesta religiosa
- Muerte en la familia (limitado a un periodo de 3 días)
- Otro \_\_\_\_\_  
(La aprobación del director puede ser requerida al fin de documentar el motivo para aceptar o negar la excusa)

FIRMA DEL PADRE O GUARDIAN: \_\_\_\_\_ FECHA: \_\_\_\_\_



**Absence Called In Via Phone (complete below):**

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

Form completed by \_\_\_\_\_ Date: \_\_\_\_\_

For Attendance Office Use Only:

Student Number: \_\_\_\_\_

- Absence coded as:
- Unexcused (UNX)
  - Parent Authorized Absence (PAA)
  - Parent Medical (PMD)
  - Parent Authorized Late Arrival (PALA)
  - Parent Medical Late Arrival (PMLA)
  - Parent Authorized Early Leave (PAEL)
  - Parent Medical Early Leave (PMEL)

Note: If this request exceeds the students 9th Parent Authorized Absence (PAA, PALA and/or PAEL), or the request is received more than one week after the last date of absence, you must submit a Request For Principal Approval of an Excused Absence form to the Administrator for proper coding.

Date Entered Into IC \_\_\_\_\_ Entered By: \_\_\_\_\_

(Note: Only change the absence code if the reason given meets the criteria in the Board Policy)