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

**INDEPENDENCE HIGH 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)