



“La Buena Asistencia es la Clave del Éxito Académico”

SCHOOL NAME HERE

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 Authorized Late Arrival (PALA)
 - Parent Authorized Early Leave (PAEL)

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)