

**“Good Attendance is the Key to Academic Success!”**

## STUDENT ABSENCE NOTIFICATION FORM

Student Name \_\_\_\_\_ Date(s) of Absence \_\_\_\_\_  
(please list siblings on separate forms)

### Reason for absence (select one):

- Personal Illness                       Medical or Dental Appointment  
 Observation of a religious holiday     Death in the family (limited to a period of 3 days)  
 Other \_\_\_\_\_  
(Principal approval may be required for the purpose of documenting the reason for accepting or denying the excuse)

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



### 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 9<sup>th</sup> 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)