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

**SCHOOL NAME HERE**

**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 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)