

Prior Approval Request for Excused Absence for Family Activity/Vacation

_____ will be absent from _____

(m/d/y) _____ to _____, a total of _____ school days.

My child will be involved in a family activity. I understand that up to 5 days per year of family activities/vacations may be counted as excused absences and that any days in excess of that are counted as unexcused absences. I also understand that when a student accrues 10 or more unexcused absences in a year, the district is required to file neglect/truancy reports.

Parent **Printed** Signature

Parent Signature

Date

Principal's Signature

Date

FOR ATTENDANCE OFFICE USE ONLY

Excused Absence dates: _____

Unexcused Absence dates: _____

DISTRIBUTION: White—Principal Green—Parent Yellow—Attendance Office