

EXTENDED ABSENCE REQUEST FORM

At Leesylvania Elementary School we feel consistent attendance is important to student success. Unique circumstances require parents to request extended, non-medically related absences. Please review the criteria below for approved, preplanned absences:

1. The request must be submitted to Administration at least one week in advance.
2. Any missed class work will be provided **upon return** to school. Due dates will be determined by the teacher. Students will be expected to maintain all current class work in addition to making up missed assignments.
3. Approval for an excused absence is not guaranteed. The following factors will be considered:
 - a. Previous attendance record.
 - b. Number of days requested.
 - c. Reason for Absence.
 - d. Educational connection.
 - e. Student's current grades in Reading, Math, Writing.

Leesylvania's goal is to foster student success!!

Please complete the form below and submit to the Principal.

(Please Print)

Student Name: _____

Teacher: _____

Parent/Guardian Name: _____

Date of Absence: From _____ to _____

Reason for Absence:

I understand that if the absences are not approved they will be considered unexcused.

Parent/Guardian Signature: _____ Date: _____

_____ Approved: Days Excused _____ Days Unexcused _____

Comments: _____

_____ Disapproved: _____

Administrator's Signature _____

