



Your child/children has used ____ out of 6 Principal Approval Absences allowed per school year.

REQUEST FOR PRINCIPAL APPROVAL OF ABSENCES

STUDENT'S NAME

DOB

SCHOOL

GRADE

REASON FOR REQUEST: Religious Holiday Educational Trip Hardship (this form needs to be completed and submitted prior to the absence if the parent has prior knowledge, or within 3 days following the absence.)

DATES OF ABSENCES: _____

DETAILS OF REQUEST (if an educational trip, please state how the trip will be beneficial and related to the child's current standardized curriculum):

PLAN FOR RECOVERY OF ACADEMIC INSTRUCTION MISSED DUE TO ABSENCES:

Parent Signature

Date

Parent Name *(Please Print)*

Approved Denied

Principal Signature

Date

PRINCIPAL REQUIREMENTS FOR APPROVAL OR REASON FOR DENIAL:

- 1) This form must be COMPLETED and SUBMITTED PRIOR to the absence(if the parent has prior knowledge),or within 3 days following the absence.
- 2) Approval based upon students attendance.

For Educational Trips, please list any school-aged siblings that will also be on the trip and the school(s) they attend below:

