



## LOCAL DISCRETIONARY ABSENCE REQUEST/APPROVAL FORM

Date of Request: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Date(s) for Absence: \_\_\_\_\_

- Full Day
- Part Day      Time Departing: \_\_\_\_\_ Time Returning: \_\_\_\_\_

*Student must follow the school's normal early dismissal and late arrival procedures.*

Policy 9010 Implementation Procedures: Attendance details the following about Absences for Discretionary Days:

- a. A written request for such absences to be lawful/excused should be submitted at least one week in advance to the principal/designee.
- b. Such absences may not occur during exam or state-mandated testing periods unless authorized by the principal/designee.
- c. **For absences of up to three (3) days**, the principal will determine whether the absences will be lawful/excused or unlawful/unexcused. Such absences may include, but are not limited to, the following events directly involving the student: Visits to post-secondary institutions, participation in college orientation programs, scheduled interviews with prospective employers, special family events, including vacations/trips.
- d. **For absences in excess of three (3) days**, the principal in consultation with the Community Superintendent/Director of Schools will determine if the absences will be lawful/excused or unlawful/unexcused.

**Students with unlawful/unexcused absences of 10 consecutive school days or more** will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

**Students returning from lawful/excused absences** have an equal number of days to complete make-up work.

**Parent/Guardian Signature:** \_\_\_\_\_

### FOR OFFICE USE ONLY

Local Discretionary Days Previously Approved this School Year: \_\_\_\_\_

Disposition:    Approved for the Following Date(s): \_\_\_\_\_      Disapproved:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_