



## Absence Request

Please fill this form out in its entirety and have your son turn it into Student Services if he is going to be absent a day or more. If you anticipate an absence please send this in **2-3 days ahead** so he can get all of his teachers to sign.

This is considered a parent note. *A doctor's note is only needed if he is out for more than 3 days, or before or after a holiday.*

**Student Name:** \_\_\_\_\_

**ID#:** \_\_\_\_\_

My son was / will be absent on \_\_\_\_\_ due to one of the following:  
Circle one Date

- illness
- an all-day doctor/dental appointment
- attending a funeral
- a family trip
- attending a sporting event (not St. X related)
- other \_\_\_\_\_

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student #**

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### FOR OFFICE USE:

- This request has been approved as an excused absence
- This request has not been approved. This absence will not be excused.

\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**