

# Our Lady of Lourdes School

## Excused Absence Request

Dear Parent/Guardian:

1. The purpose of this form is to allow parents the opportunity to request that their child be given an excused absence.
2. While it is incumbent upon the parent to understand and ensure that their child should miss minimal days of school **as every school day is important**, the administration does understand that sometimes family life styles may not allow for certain accommodations to be made during a parent/guardian absence. Our Lady of Lourdes School reiterates that, as stated in the handbook, ... "family trips are **not** considered 'excused' absences".
3. Case-by-case exceptions to the stated policy **may** be made with the approval of this form. As stated in the Parent/Student Handbook, page 12, "excused" absences may be granted to those families that submit this request to the office 3 or more school days prior to the first school day of departure. Parents will be notified by phone or receipt of this form with any noted stipulations.
4. If this request is approved, it is the responsibility of the **student** to make arrangements before the day of departure to make up any assignments, quizzes, tests. If this request is not approved, the student will not be allowed to make up class work, assignments or tests.

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### EXCUSED ABSENCE REQUEST

STUDENT NAME

HOMEROOM

ADDRESS

ZIP CODE

PHONE NUMBER

DATE OF DEPARTURE

DATE OF RETURN TO SCHOOL

REASON FOR ABSENCE: (use other side if necessary) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

### ***OFFICE USE ONLY***

#### APPROVAL STATUS

Date Received: \_\_\_\_\_ Date Decided: \_\_\_\_\_ Date Advised: \_\_\_\_\_

Excused: \_\_\_\_\_ **NOT** Excused: \_\_\_\_\_

Excused with the following stipulations: \_\_\_\_\_

Signed: \_\_\_\_\_