

SPRINGFIELD SCHOOL DISTRICT

REQUEST FOR EXTENDED ABSENCE

DATE: _____

I request that my child _____ who is in grade _____ with (homeroom teacher's name) _____, be permitted to be absent from school from _____ to _____ for a total of _____ school days. I believe my child should be absent from school for the following educationally significant reason:

Special note to parents & students: In order to gather assignments, it is the responsibility of the student to contact all teachers BEFORE the student is absent from school. Upon return to school, the student must submit ALL work missed during the absence.

Comments (if any) _____

Teacher's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

_____ days are EXCUSED*

_____ days are UNEXCUSED

PARENT'S SIGNATURE

PRINCIPAL'S SIGNATURE

**** Please note that the Attendance Regulations permit a maximum of 5 excused days for vacation. Any days in excess of 5 days for vacation are automatically unexcused. Please also note that all absences, including those that are excused by the building administrator, are counted as part of the 10-day limit. After a total of 10 school absences, all subsequent absences require a doctor's note or they will be considered unexcused and may result in truancy proceedings.**