

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 15-day limit. After a total of 15 school absences, all subsequent absences require a doctor's note or they will be considered unexcused and may result in truancy proceedings.**