EXTENDED ABSENCE
DISCRETIONARY ABSENCE

Date of Request: ___________________ School: ________________________________

Student’s Name: ___________________________ Grade: ________________________

Reason for Absence: _______________________________________________________

__________________________________________________________________________

Date(s) of Absence: _________________________________________________________

Full Day: [ ] Part Day: [ ] Time Departing: ____________________________

Time Returning: ____________________________

(Student must follow the school’s normal early dismissal and late arrival procedures.)

For absences of up to 3 days per year, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. This completed form should be submitted to the principal in advance.

For absences in excess of three days, the principal in consultation with the administrative directors will determine if the absences will be lawful/excused or unlawful/unexcused. If the request is for 15 consecutive days or more, the written request should be submitted 2 weeks in advance.

Students with unlawful absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.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 absences have an equal number of days to complete make-up work.

Parent/Guardian Signature: ________________________________________________

Disposition: Approved: [ ] Disapproved: [ ]

Principal Signature: _______________________________________________________

Reference: HCPSS Policies 8010, 8020, 9010