



PERFORMANCE SCHOOL

### Excused Absence Request Form

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

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

I request permission for my child's absence to be excused on the following day(s), \_\_\_\_\_, for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

I understand this is a request and the principal may decline my request for an excused absence from school. I also understand that this form must be approved before the student's absence will be considered excused. I further understand that academic penalties will apply if the absence is unexcused.

By making this request, I agree to discuss with my child's teacher prior to the absence completion of all missed assignments during the absence. I understand that not all work can be made up.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**\*\*Please allow 5 school days for approval.\*\***

For office use only:

**Excused.** The absence(s) on the following date(s) is/are excused: \_\_\_\_\_  
Absences beyond the approved dates are unexcused.

**Unexcused.** The absence(s) on the following date(s) is/are unexcused: \_\_\_\_\_

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date