

Green Bay Area Public School District
PARENT REQUEST FOR A PRE-EXCUSED ABSENCE (of 3 or more days)

Extended absences can be costly in terms of work missed. It's usually assumed that work can easily be made up, but time spent on class activities such as discussions, experiments, and demonstrations can't be recaptured. Per board policy 431, a parent/guardian can excuse absences in writing before an absence occurs for not more than 10 days in a school year. Please note: After a total of 4 consecutive weeks of absence, the student will be withdrawn from the system and need to reenroll upon return to school.

Excused Absence:

Students may be excused for-

- Personal Illness
- Funeral/Religious services
- Professional appointments
- Serious personal or family crisis
- Student is not in proper physical or mental condition to attend school
- Family vacations (pre-approved)
- Court appearance or other legal procedure that requires attendance of the student

Excessive Absences:

Defined as students who accumulate 10 days of excused/unexcused absences or equivalent in a school year.

1. Parent/Guardian: (Please complete)

Student's Name: _____ Grade: _____ School: _____

I request that my child be excused from school from, (dates) _____ to _____

For the purpose of, _____. I understand that my child will be responsible for completing all work missed during this absence.

Parent /Guardian Signature: _____ Date: _____

- 2. Student:** Please bring this form to your teachers for signatures & to gather homework during your absence.
Teachers: Please initial to indicate that you are aware of this absence and appropriate assignments have been given to the student.

Teacher	Comment	Teacher	Comment

- 3. Student:** Please bring this form to the principal for a signature.

Recommended Not recommended. Based on the teacher comments, this absence would be detrimental to your child's academic progress.

Principal's Signature: _____ Date: _____