

REQUEST FOR APPROVED ABSENCE FROM SCHOOL

NOTE: This request form is valid only if completed and returned to the Principal or Assistant Principal no later than three school days prior to the intended departure. Requests may be denied by the administrator based on the student's current academic progress, attendance history and/or mandatory testing dates.

\_\_\_\_\_ will be absent on the following dates:  
(Student Name) (Student ID#) (Grade)

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Date to start absence) (Last day of absence)

Date of return to school: \_\_\_\_\_  
(All make-up work is due on the date of return)

REASON FOR ABSENCE: \_\_\_\_\_

What is the educational value of this absence? \_\_\_\_\_  
(What will the student be learning?)

The following procedures and policies will be followed:

- Grades K – 5: Parent assumes full responsibility for obtaining all assignments and materials in advance that will be covered during this absence). Assignments are due on the day the student returns to school.
• Grades 6 – 12: Student assumes full responsibility for obtaining all assignments and materials in advance that will be covered during this absence. Assignments are due on the day the student returns to school.
• Tests, exams, or lab work missed while absent must be scheduled with the appropriate teacher at the teachers convenience immediately upon return to school.
• Teachers are not expected to tutor students for work missed for the planned absence.
• Teachers are not obliged to permit make-up work if proper arrangements have not been made as listed above prior to departure.
• Students must follow the above procedures and policies to receive credit for work missed.

Due to the importance of students being present in the classroom to achieve full understanding and sequences of material being learned, planned absence from school for trips is not encouraged by Marietta City Schools. If this request is approved for an event without educational value, all days (hours) absent will be taken from the 6 allowable parent/guardian absences days (hours). Parents may excuse up to 6 days (36 hours) per school year for: personal illness, family emergency or approved trip or combination of all three reasons for a total of 6 days (36 hours) only. All other absence days beyond 6 days (hours) in a school year without legitimate excuse will be considered unexcused.

We fully understand and comprehend the procedures and policies listed above and agree to abide by them.

Student signature Date Parent/Guardian Signature Date

Your request for a planned absence has been reviewed and has been:
[ ] Approved absence for [ ] College Visit (ECV) or [ ] Approved Trip (APTR) (Trip with educational value)
[ ] Approved as a parent excused absence for family trip for \_\_\_\_\_ of the \_\_\_\_\_ parent absence days (EPN)
[ ] Denied \_\_\_\_\_ (UNAB)
Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

TEACHERS: Please initial next to your class period.

The above named student and parent/guardian have completed this form with signatures affixed. I have issued assignments for the anticipated absence from school.

MHS & MMS:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ 7 \_\_\_\_\_ 8 \_\_\_\_\_ 9 \_\_\_\_\_

ELEMENTARY: \_\_\_\_\_