

Coffin School

Parental Request for Excused Student Absence

In Compliance with State Law, excusable absences are granted for:

- ____ 1. Personal illness
- ____ 2. Appointments with health professionals that cannot be made outside of the regular school day.
- ____ 3. Observance of recognized religious holidays when observance is required during a regular school day.
- ____ 4. Emergency family situations.
- ____ 5. Planned absences for personal or educational purposes which have been approved in advance.* Reason:

Student(s) name(s): _____ Date(s) requested: _____

Parent name: _____ Parent signature: _____

*Note: If an absence is approved for educational purposes, it is the responsibility of the student and parent upon their return to present the classroom teacher with documentable evidence of student learning during the absence. For example, journals, presentations and reports would be appropriate. Since much of our class work is not textbook based, the classroom teacher will not be required to provide the student with work to take with him/her. Rather, upon return, a student who has been excused for any reason will be expected to attend after school homework lab, work through recess and spend extra time at home in order to catch up on any essential learning that has been missed.

For Office Use Only

Action Taken: _____ Date: _____ Signature: _____

C: Classroom teacher
Parent
Student File