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Students with unlawful absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.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