

LIMITED EXCUSED ABSENCE REQUEST

With the Dean's approval, a student is permitted to accumulate 5 days (or 40 hours) of Limited Excused (LE) time per school year. All absences in excess of the allotted number permitted shall be declared Unexcused (UA). If you return earlier or use fewer hours than you have stated in the form, please notify Student Services on the day of your return, so that you will not be charged with the extra limited excused absences.

Examples of Limited Excused absences include Home/Family emergencies, Pre-approved vacations (with parents), Non-participants attending school functions, Death of a friend, Court appearance, College Visits and Religious trips/retreats.

NO LIMITED EXCUSED ABSENCES WILL BE PERMITTED DURING THE 1st AND 2nd SEMESTER EXAM DAYS.

DIRECTIONS:

1. Complete this form.
2. **Notify all teachers of your planned Limited Excused absence(s)**. Teachers shall complete the back of this form. At this time, they may give you homework assignments. Teachers have the prerogative to require students to complete assignments before leaving. Due dates shall be noted on the reverse side of this document.
3. Return this form, once completed, to the Attendance Secretary in the Office of Student Services **5 days prior to your planned absence**.

FAILURE TO FOLLOW THE ABOVE PROCEDURE OR EXCEEDING YOUR LIMITED EXCUSED ABSENCES WILL RESULT IN THE ABSENCE(S) BEING CLASSIFIED AS **UNEXCUSED**.

Student Name: _____ Today's date: _____

Grade (circle): Freshman Sophomore Junior Senior

Number of Limited Excused absences previously accumulated: _____ (Check PowerSchool)

Reason for absence (circle): College Visit Vacation Religious Retreat

Non-school sponsored competition Other (Please Specify): _____

Absence dates requested: From _____ through _____. All hours
Date Date Hours ____ - ____

Date you will return to school: _____

Parent Signature: _____ **Date:** _____

FOR OFFICE USE ONLY:

_____ Total number of periods gone from school during this absence.
_____ Total number of periods used to date before this absence.

Signature of Dean: _____ Date: _____

Notify all teachers of your planned Limited Excused absence(s). Teachers shall complete this form. At this time, they MAY give you homework assignments. Teachers have the prerogative to require students to complete assignments before leaving. Due dates shall be noted on this document.

Hour	Teacher Signature	Homework expectations and/or deadlines, test make-up deadlines and/or procedures, or other expectations
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		