

ACADEMY AT LARRAGOITE EXCUSED ABSENCE REPORTING FORM

Student Name: _____

ID: _____ Grade: _____

Date(s) of Absence: _____

Notification of an absence will only be accepted within three days following the child's return to school. Please indicate the reason for the absence below. Attach any required documentation. Parents may excuse absences for the following reasons:

- Bereavement:** Immediate family members are the child, spouse, father, mother, stepfather, stepmother, aunts, uncles, siblings, step-siblings, half-siblings, grandparents, mother-in-law, father-in-law, first cousins, foster parents, guardians, and others who reside in the same household with the student.
- Short-term illnesses:** are any medical conditions that requires a student to see a health care professional on a recurring basis with standing appointments and, that such appointments occur at least once per month. The student must obtain an official note from the health-care professional (doctor, dentist, mental health counselor, etc.) verifying that the absence is recurring and necessary. Short-term illnesses also include any medical or mental condition that keeps a student out of school fewer than three (3) days, as verified by parent notification. **Attach verification from health-care provider for standing appointments. Absences for standing appointments will not be excused without verification.**
- Long-term illnesses:** are acute or chronic health-related problems that require a student to be out of school more than three (3) consecutive days, as verified by health-care professional's note or school nurse verification or School Based Health Center (Healthy Tomorrow's Van & Teen Health Centers). **Attach verification from health-care provider. Absences will not be excused without verification.**
- Parent requested absences for education travel*:** opportunities may be designated as an excused absence if approved by the principal and the assigned schoolwork is completed within two weeks of return to school or another agreed upon time frame. Visits to college/university campuses on alternate visits when the student has applied for admission to that particular college/university and when the visit is not school sponsored also apply.
- Other emergencies or set of circumstances*:** that, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absences from school.

Additional Information:

The following absences will be excused automatically by the school. You do not need to submit a form for these.

- Hazardous weather conditions: shall mean weather conditions that would endanger the health or safety of the student when in transit to and from school as approved by the Superintendent or designee.
- Late bus arrivals: Students will not be considered late or tardy if cause by late bus arrivals at school.
- Short-term suspension: removal from school for one (1) to five (5) days for disciplinary reasons (suspension cannot be used for discipline of students who are truant).
- Long-term suspension: removal from school for six (6) to (10) days or longer for disciplinary reasons following a Formal Due Process Hearing (suspension cannot be used for discipline of students who are truant).
- School-sponsored/school sanctioned activities: a) Events or activities sponsored or held by school clubs, athletics, extracurricular or curricular classes; b) visits to college/university campuses on officially designated visitation days or on alternate visits when the student has applied for admission to that particular college/university.

Parent Signature: _____

Date: _____

Contact Number: _____

(Notification of an absence will only be accepted within the three days following the child's return to school. All excused absence requests must be verified by phone before absences will be excused.)

*Administrator Approval _____

Date: _____