

**APPLETON ELEMENTARY
ADVANCE EXCUSE REQUEST**

Parents – Please read carefully before signing:

School policy permits each student the privilege, within limits, to make arrangements in advance to be absent from school. However, certain criteria must exist prior to approval from the principal. Students must have good attendance which would include a low number of tardies. Students who are not meeting this criteria, may be denied an excused prearranged absence or absences because their learning may suffer from missing important academic studies. Appleton Elementary is committed to serving our students and ensuring they are receiving a quality education.

New learning takes place daily, therefore, any absence will affect your child's progress. If an absence must occur, it is the responsibility of the student to make up the assignments given during the absence.

Work missed during an excused absence may be made up; however it is important that students make arrangements with their teacher to pick up work proceeding the absence.

Name of student: _____ wishes to be excused from school starting (date) _____ through (date) _____.

REASON:

Parent's approval: I am willing for (child's name) _____ to be absent from school for the time noted above. I understand that my child has an obligation to complete and turn in missed work. I understand that by completing this request the principal will review my child's attendance and then make a decision on whether the absence is excused based on attendance record and reason for the absence.

Signature of Parent

Phone number

For Office and Classroom Use Only:

L.M. Attendance Check: _____

Principal Approved: _____ Denied: _____

Phone conversation regarding school attendance: _____

Corey Hafey, Principal

Classroom Teacher