

## Administrative Absence Request Document

Occasionally, unique circumstances prompt parents to request an extended non-medically related absence. At Alvey, we feel consistent attendance is paramount to student success. However, we will consider approving preplanned absences with the following criteria:

1. The request must be made to the administration at least one week in advance.
2. Any missed classwork etc. will be provided upon the **RETURN** to school.
3. A student will be given one day for each day missed to complete assignments
4. Students will be expected to maintain all current class work in addition to making up missed assignments
5. Administrative approval for an excused absence is not guaranteed; the following factors will be considered for the final decision.
  - A. Previous attendance record
  - B. Number of days requested
  - C. Reason for absence
  - D. Educational connection
  - E. Student's current academic standing

If the absence is not preapproved; it will be considered unexcused. Alvey's goal is to foster student success!!!

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I, \_\_\_\_\_ request \_\_\_\_\_ be excused from school on \_\_\_\_\_ / \_\_\_\_\_ (dates, number of instructional days ).

Reason for request:

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I have read and understand the county policy regarding make up assignments.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved    Disapproved    Admin Signature: \_\_\_\_\_ Date: \_\_\_\_\_

