

GATES MILLS ELEMENTARY SCHOOL

Excused Absence Request

Dear Parents,

State Statute requires parents to ensure their child attends school on a daily basis. Strictly interpreted, the only excused absences are for personal illness, death in family, quarantine, detained by a parent for necessary work, and religious holidays. School officials do have the prerogative to excuse students for other reasons upon written request of the student's parents or guardian. The request must indicate the reason, length of the absence, and the assurance by the parent or guardian that they will be responsible for their child completing the school assignments missed as indicated by their child's teacher.

Parents are advised that teachers are not required or expected to provide work in advance of their normal preparation. Important work missed will be provided to students upon their return to school. The length of time permitted for the make-up of assignments will be in direct correlation to the number of days missed. For example, a student that is absent for five days will have five days to complete all of the homework assignments upon his/her return.

Please complete the request for an excused absence found below if you know your children will be missing school for a vacation, or other similar reasons. To be considered for an excused absence, this form must be completed in advance of the absence.

Sincerely,

Tammi L. Bender  
Principal

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EXCUSED ABSENCE REQUEST

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

I understand that as a parent/guardian, I am responsible for insuring that my child will complete the school work missed as stated above and in the Parent Student Handbook.

Parent Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_