



Extended Absence Request

State Statute requires parents to ensure their child attends school on a daily basis. By Board Policy, a student will only be allowed to miss 10 consecutive school days or 15 days unexcused absences a semester. 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 understand the need to leave the country for a period of time for family obligations. In the event of leaving the country for more than 10 consecutive school days, please fill out the information below. Your student will be withdrawn and be allowed to **re-enter the school upon your return after you present proof of residency (current utility bill) to the Board of Education.**

Please complete the request below if your child will be leaving the country and missing school for more than 10 consecutive days.

Student Name: _____

School: _____ Grade: _____

Reason for Absence: _____

Dates of Absence: _____ to _____

I am the parent/guardian of the above named student. The student will be leaving the country for more than 10 consecutive school days. I will present to the Board of Education a current utility bill as proof of residency upon the student's return. **I understand that my child will not be able to attend school until the proof of residency is received.** Make-up work will be issued at the discretion of the school.

Parent/Guardian Signature

Date