



# EDUCATIONAL ABSENCE REQUEST FORM

## BASIC INFORMATION:

Student:	Grade:
Teacher:	
First Day of Absence:	Last Day of Absence:
Total Number of School Days Absent for Leave:	

## EDUCATIONALLY SIGNIFICANT PURPOSE OF ABSENCE:


Parent/Guardian Requesting Absence (print name):
Contact Phone Number:

Parent Signature:
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Please submit this form to your child's teacher. The teacher will forward the form to the office for final approval. This form will not be accepted without the signatures of the parent/guardian and the child's teacher.

Teacher Signature:
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When all portions of this form are complete, it is to be routed to the main office for administrative approval. Upon approval or denial, a copy of the form will be returned to the student. The original form will be retained in the student's official record.

## Office Use Only:

Date received:	Absences to Date:	Educational Experiences to Date:
Principal Signature:	Days <b>approved</b> as Educational Experiences:	Days <b>denied</b> as Educational Experiences:

\*You must submit requests for Education Leave absences two weeks prior to the first day your child will be absent. Please refer to the BCA Family Handbook for the policy regarding excused/unexcused absences and take into consideration where your child is academically before allowing him/her to miss in-school instruction.