



## Extended Excused Absence Request Form

Directions: Please complete the form if you are requesting that your child's extended absence be excused. Students learn best when they attend school regularly. Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law. All students must attend all regularly scheduled classes unless excused in writing by a parent/guardian or verified by a school official. Schools shall monitor and record the absences of all students.

The following are considered excused absences according to Arlington Public Schools Attendance Policy J-5.1.30:

Illness (to include mental health), quarantine of student, doctor, therapy, or dentist appointment;

Injury;

Funeral;

Observance of a religious holiday;

Summons to a court of law or other legal obligation;

Medical procedures;

Military obligations;

Violent storms or state emergencies;

Suspensions;

Severe family emergency;

Middle and high school students for one school day for the purpose of engaging in a civic event(advanced notice from parent required)

High School Seniors, with prior approval from the principal or designee, for the purpose of college admission visitations, or to apply for post-graduation jobs; and

All others approved in advance by principal or designee.

**Name of Student:**

**Reason for absence:**

**Date(s) of absence:**

**Student's Grade Level Administrator (Check ONE):**

- 9th Grade- Brannon Burnett ([brannon.burnett@apsva.us](mailto:brannon.burnett@apsva.us))
- 10th Grade- Danielle Harrell ([danielle.harrell@apsva.us](mailto:danielle.harrell@apsva.us))
- 11th Grade- Emmett Conroy ([emmett.conroy@apsva.us](mailto:emmett.conroy@apsva.us))
- 12th Grade- Laura Porter ([laura.porter@apsva.us](mailto:laura.porter@apsva.us))

**After completing this form, please return it to your student's grade level administrator for approval. Your student's administrator will reach out to let you know if the absence has been excused and next steps. Thank you!**

*Continue to the next page- student needs to provide all teachers with Page 2 prior to their absence.*

### Missing Work for Extended Excused Absence

Teachers: Please complete this form with your student to ensure they are aware of the work they will miss in their absence. Students are responsible for bringing this form to you, and are responsible for making up their missing work in a timely manner. Thank you for your support of our students!

Class	Teacher (Last, First)	Assignment(s)
Block 1:		
Block 2:		
Block 3:		
Block 4:		
Block 5:		
Block 6:		
Block 7:		

Notes: