

# MILL CREEK ELEMENTARY

## Planned Absence Request

State law and district procedures define the requirements for student attendance at Mill Creek Elementary. EPS Policy 3122 lists the following reasons which excuse a child from school: illness or medical appointment, family emergency (death or severe illness), observation of religious holiday, judicial proceedings, or homelessness. Any absence which does not meet one of these conditions is unexcused. Students arriving more than 30 minutes after the start of the day or leaving more than 30 minutes before the end of the day for any reason other than those listed above are considered part-day unexcused absent.

Families considering an extended absence for their child must be aware that school officials are required by state law to refer parents to court if a student accumulates more than seven (7) unexcused absences in a month or ten (10) unexcused absences in a school year. This law is based on the recognition that absences from class for any reason have an adverse effect upon student's academic progress.

Parents are requested to complete this form if they are requesting an extended absence for more than five days. Please submit to the office for approval at least five days prior to the absence.

Student's Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Teacher: \_\_\_\_\_

I request that my child be excused from school for the following reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates impacted: First day absent: \_\_\_\_\_ Last day absent: \_\_\_\_\_

I understand the educational and legal implications of this pre-arranged absence request and, if approved, will assure that my student completes all agreed-upon alternative learning requirements in the timeline prescribed. I also understand that students missing more than 20 consecutive school days must, by state law, be withdrawn from Mill Creek Elementary.

Parent/Guardian Signature: \_\_\_\_\_

Days Excused \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date