

Limited Excused Absence Form

A limited excused absence refers to a special category of absences that are limited in number and require approval by the principal.

Examples of limited excused absences include:

- Pre-approved vacations with parents
- Religious trips/retreats
- Court appearances

Limited excused absences must be prearranged at least 5 school days before the first day of absence, by completing and returning a prearranged absence form available in the school office. A maximum of 5 days of limited excused absences will be granted per student per year. Any limited excused absences over 5 days will be considered unexcused. Requirements for completing missed assignments must be prearranged with the teacher.

Student Name: _____

Teacher Name: _____

Today's Date: _____

Dates of Absence: _____

Reason for Absence:

For Office Use Only

Administrator Signature: _____

Approved or Denied (circle one)

Date_____