

Conemaugh Township Area Middle/High School



Legally Excused Absence Request

Dear Parent or Guardian:

This letter and form are in accordance with the district's attendance policy as stated in the board policy manual and the student handbook. It is the policy of this school that students who take time off during school hours are required to submit in writing the dates and reason of time off to the Assistant Principal **at least one week prior** to the absence. Students may use up to three educational experience days per year that will be considered excused. Students who take time off during school hours do so with the full understanding that they are responsible for the work covered during their absence. **Students must arrange with teachers to obtain school work prior to the absence.** The work must be made up in a reasonable amount of time and may require completion in school. Please complete and return this form to the Assistant Principal at least one week prior to the absence. Your cooperation is greatly appreciated.

Mr. Jarod Feathers
High School Assistant Principal

Student's Name _____ Grade _____

Dates of Absence: from _____ to _____

Please check one:

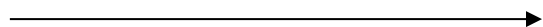
- _____ Participation in 4H/FFA project (counted as a parent excused day)
- _____ Observance of a religious holiday (counted as a parent excused day)
- _____ College/Postsecondary institution visit (counted as a college activity day, **if** documentation is provided from institution verifying visit.)
- _____ Non-school sponsored educational experience (max. 3 days, counted as an educational experience)

List the destination and content of the educational experience:

Parent's Signature _____ Date _____

Teachers: Please record your awareness of this absence by initialing the appropriate space.

Period 1 _____ Period 2 _____ Period 3 _____ Period 4 _____
Period 5 _____ Period 6 _____ Period 7 _____ Period 8 _____



For office use only:

Principal's Approval _____ Date _____

Absences will be categorized as:

Date(s) _____

Type

___ Parent Written Excuse(s)

___ Educational Experience Day(s)

___ Unexcused Absence(s)

___ College Activity(s)

Date(s) _____

Type

___ Parent Written Excuse(s)

___ Educational Experience Day(s)

___ Unexcused Absence(s)

___ College Activity(s)

Date received _____

Copies sent to _____