



# Parent Request for Excused Absence

As the parent/legal guardian of \_\_\_\_\_, a(n) \_\_\_\_\_<sup>th</sup> grade student at York Junior High School, I request excused absence approval for \_\_\_\_\_ days due to the following reason:

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

Dates of Absence: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

FOR SCHOOL USE ONLY

Date Received: \_\_\_\_\_

Number of tardies: \_\_\_\_\_

Number of excused absences: \_\_\_\_\_

Number of unexcused absences: \_\_\_\_\_

- Check one:  Request granted
- Request not granted but the student will be permitted to make up all missed school work
- Request not granted
- Parent copy sent on \_\_\_\_\_

Comments:

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date