

**CROWN POINTE ACADEMY  
REQUEST FOR EXCUSED ABSENCE**

\_\_\_\_\_

I, \_\_\_\_\_ request an excused absence for

\_\_\_\_\_

student(s) name(s)

\_\_\_\_\_

grade(s)

on \_\_\_\_\_ to \_\_\_\_\_

(first day absent) (last day absent)

For the purpose of \_\_\_\_\_

This absence will benefit our child(ren) educationally in the following way(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that all work must be made up. I may request work be given before we leave, but it is up to the teacher's discretion whether the work will be provided or not. The request must be made at least one week in advance. If I am provided work ahead of time, the work will be due when my child returns. Grades and prior absences will be taken into consideration when granting an excused absence. If the absence is not excused, attendance laws apply.

Parent's Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

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

Approved \_\_\_\_\_

Refused \_\_\_\_\_

Director's Signature \_\_\_\_\_