

Crown Pointe Academy Request for Excused Absence

Student Name(s) : _____

Student Grade (s) : _____

Parent/ Guardian: _____

Dates student(s) will be absent: _____ to _____
(First Day absent) (Last Day Absent)

Purpose of absence: _____

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 in advance. 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.

You will be notified if your request is not approved.

Parent/Guardian Signature: _____

Date: _____

Office Only:

Date Received: _____

Approved _____

Refused _____

Director's Signature _____