



**EXTENDED ABSENCE  
DISCRETIONARY ABSENCE**

Date of Request: \_\_\_\_\_ School: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Full Day:  Part Day:  Time Departing: \_\_\_\_\_

Time Returning: \_\_\_\_\_

(Student must follow the school's normal  
early dismissal and late arrival procedures.)

**For absences of up to 3 days per year**, the principal may determine whether the absences will be lawful/excused or unlawful/unexcused. This completed form should be submitted to the principal in advance.

**For absences in excess of three days**, the principal in consultation with the administrative directors will determine if the absences will be lawful/excused or unlawful/unexcused. If the request is for 15 consecutive days or more, the written request should be submitted 2 weeks in advance.

**Students with unlawful absences of 15 consecutive school days or more** will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

**Students returning from lawful absences** have an equal number of days to complete make-up work.

**Parent/Guardian Signature:** \_\_\_\_\_

Disposition:            Approved:             Disapproved:

Principal Signature: \_\_\_\_\_

Reference: HCPSS Policies 8010, 8020, 9010