



ANCHORAGE SCHOOL DISTRICT

Pre-Approved Absence Request for Extenuating Circumstances

Form must be submitted at least one week prior to the absence. Complete one form for each student.

CONTACT INFORMATION

Student last name, Student first name, MI, ASD student ID#, Parent/Guardian last name, Parent/Guardian first name, MI, Student grade level, Primary phone contact, Additional contact number

ATTENDANCE POLICY

According to ASD School Board Policy 443 (b): The principal or designee may excuse a student for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school:

- 1. Illness,
2. Death or serious illness in the immediate family,
3. Participating in a school function,
4. Attendance at religious services, or
5. Extenuating circumstances approved by the principal.

EXCUSED ABSENCE REQUEST

Since the reason for my child's absence does not fall under the conditions listed in ASD School Board Policy 443 (b), I am requesting permission for my child's absence to be excused for the following extenuating circumstances:

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Dates of absences

From To

Elementary

Number of absences in current semester

Number of missed school days in absence request:

Secondary

Highest number of absences in a class

PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge that these absences may jeopardize my child's academic progress and that the absences will be considered for attendance probation, withdrawal of credit and identification of a student as habitually truant.

Parent/Guardian signature, Date

PRINCIPAL/DESIGNEE CONSIDERATION OF REQUEST

I approve the absence request
I do not approve the absence request for the following reason(s):

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Principal/Designee signature, Date

When a family knows in advance that their child will be absent from school for five or more days, a separate class work make-up request can be made through the school office.

A copy of the completed request with principal/designee signature is provided to the parent/guardian. If the Pre-Approved Absence Request is denied, the parent/guardian may have that decision reviewed by making a request to the appropriate Division within two (2) school days.