

# REQUEST FOR SPECIAL ABSENCE

East Knox Local School District  
23201 Coshocton Road, Howard OH 43028

Student Name: \_\_\_\_\_

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

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

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

Absences for reasons other than illness, quarantine, death in the family, religious holidays, or home emergency are not approved under Ohio law. However, the school recognizes that an occasional absence may be requested by parents/guardians for special reasons. Such absences are strongly discouraged and must be limited.

Whether the absence is for a college visitation, family vacation necessitated by the parent's work schedule, performance of specific work exclusively for parents/guardians, or other special reasons, it should be requested only on rare occasions. As soon as the proposed absence is known and regardless of whether this is for one day or several, the student is to get a "Request for Special Absence Form" from the office, take it home for parent/guardian approval, and return it to the school for teacher approval. The final decision as to whether this will be an excused absence (which allows missed work to be completed) rests with the principal.

If the student receives an excused absence, he or she has as many days upon return, as he or she was absent, to complete ALL work missed. Requests submitted following an absence will ordinarily be denied and the absence recorded as unexcused.

Teacher signature indicates student has received or made arrangements to complete any work missed during absence.

	Class	Teacher Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_