

**EAST KNOX LOCAL SCHOOLS  
REQUEST FOR SPECIAL ABSENCE**

Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Request \_\_\_\_\_

Absences for reasons other than illness, quarantine, death in the family, religious holidays, or home emergency are not strictly legal under Ohio law. However, the school recognizes that an occasional absence may be requested by parents 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 or guardian, or other very 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 parental approval, and return it to the school for teacher comments. The final decision as to whether this will be an excused absence (work may be made up) rests with the principal.

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

**Parent Request:** I would like my son/daughter, \_\_\_\_\_, excused from school for the following reason and for the dates marked:

**Dates (inclusive):** \_\_\_\_\_

**Reason:** \_\_\_\_\_

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Even if student is 18, the school wants to know the parents' opinion.

**Teacher's Comments:** Can the above-named student afford to miss your class? Would you RECOMMEND excusing him/her from your class and permitting work to be made up?

**Absence to Date:** \_\_\_\_\_

Period	Subject	Excused	Teacher Signature & Comments
1			
2			
3			
4			
5			
6			
7			
8			

**Administrative Decision:** All things considered, the following decision is made:

\_\_\_\_\_ Student is excused as requested.

\_\_\_\_\_ Student is excused, but absence may have a negative effect on his/her grades.

\_\_\_\_\_ Student is not excused.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date