

Please submit this form to your student's teacher at least 5 school days in advance of planned absence.

The Farmington School Board believes that it is the student's right and responsibility to be in school. Further, the school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. Our school board policy articulates this as its purpose. It encourages regular school attendance and recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

These categories are excused absences and YOU DO NOT HAVE TO COMPLETE THIS FORM FOR THE FOLLOWING:

- Family emergencies (serious family illness, injury or death)
- Medical appointments (the school reserves the right to verify)
- Student illness
- School sponsored activities
- Required court appointments
- Absences pre-approved by the administration

The school has the responsibility, under state law, to determine whether an absence is excused, and if not, to take corrective action, including disciplinary consequences. The information provided on this form will be used by the Principal to determine whether a family vacation, college visit, or other typically unexcused absence will be excused.

Date of Request _____		
Name of Student _____	Grade _____	Teacher _____
Date(s) of Planned Absence _____	Number of School Days to be Missed _____	
Describe the planned absence, including all information you feel is pertinent: _____ _____		
Why were you unable to arrange for this absence to occur on non-school days? _____ _____		
Parent Signature _____	Phone # _____	Phone # _____

Administration Action:

These absences have been determined to be _____ EXCUSED by: _____ (Initials) _____ (Date)

These absences have been determined to be _____ UNEXCUSED.

Explanation of Denial:

Your request for waiver of the dates of absence outlined has been denied for the following reason(s):

- The request was not submitted in advance of the planned absence as prescribed.
- The student has unexcused absences on previous dates.
- The absence dates conflict with critical testing or academic activities.
- The student already has numerous absences.
- This absence will place the student in academic peril.
- The activities involved with this absence can be scheduled during a non-school day(s).
- Other - Comment: _____

The decision to deny your request for this waiver was the result of careful consideration of numerous factors that are known to impact academic success. I would be more than happy to provide you with additional insight as to how this decision was reached. Please feel free to contact me at 651-460-1700.

Lisa Reichelt, Principal