

## Limited Excused Absence Form

A limited excused absence refers to a special category of absences that are limited in number and require approval by the principal.

Examples of limited excused absences include:

- Pre-approved vacations with parents
- Court appearances

Limited excused absences must be prearranged at least 5 school days before the first day of absence, by completing and returning a prearranged absence form available in the school office or online. A maximum of 5 days of limited excused absences will be granted per student per year. Any limited excused absences over 5 days will be considered unexcused. Requirements for completing missed assignments must be prearranged with the teacher.

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

Teacher Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only

Administrator Signature: \_\_\_\_\_

Excused or Unexcused (circle one)

Date \_\_\_\_\_