

ALLIANCE ACADEMY INTERNATIONAL – ABSENCE REQUEST FORM

Please review the Absence Policy in the Parent & Student Handbook prior to completing this form. Thank you.

 Month / Day / Year
 Date Form is submitted
 (2 days prior absence)

Please review the Absence Policy in the Parent & Student Handbook prior to completing this form. Thank you.
 The purpose of the Absence Request Form is to notify the school of the planned absence and to provide a forum for teachers to communicate missed assignments during absent dates. Even if the absence is denied (unexcused), students are responsible for completing missed work and learning material covered. This form should be communicated to each affected teacher **at least one week** before the days to be missed and turned into the Secondary Office **two full school days** before the absence. **Your request will be denied if not communicated accordingly.** Please complete the form in its entirety before submitting it to the office.

Permission is requested for a leave of absence from school:

Student Name: _____ Grade: _____

Dates of Leave: From: _____ to _____ Or / Hours: From: _____ To: _____
Month / Day Month / Day

The reason for this request is (explain in detail):

Period	Teacher	Assignments/Comments	Before	After
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____

Parent Acknowledgement:

I certify by signing this form that it is absolutely imperative that my son/daughter be absent from school for the reason stated above and for the time period requested. I understand that if denied, the absence will be unexcused and that my son/daughter will not be permitted to make up missed assignments (including quizzes and tests).

Signature: _____

THIS ABSENCE WILL BE CONSIDERED: EXCUSED UNEXCUSED APPROVED UNEXCUSED

Signature of Principal: _____ **Date:** _____

AE: _____ AU: _____ APU: _____ Total A: _____