



LOCAL DISCRETIONARY ABSENCE REQUEST/APPROVAL FORM

Date of Request: _____ School: _____

Student's Name: _____ Grade: _____

Reason for Absence: _____

Date(s) for Absence:

_____ • Full Day

• Part Day Time Departing: _____ Time Returning: _____ Student must follow the school's normal early dismissal and late arrival procedures.

Policy 9010 Implementation Procedures: Attendance details the following about Absences for Discretionary Days:

- a. A written request for such absences to be lawful/excused should be submitted at least one week in advance to the principal/designee.
b. Such absences may not occur during exam or state-mandated testing periods unless authorized by the principal/designee.
c. For absences of up to three (3) days, the principal will determine whether the absences will be lawful/excused or unlawful/unexcused. Such absences may include, but are not limited to, the following events directly involving the student: Visits to post-secondary institutions, participation in college orientation programs, scheduled interviews with prospective employers, special family events, including vacations/trips.
d. For absences in excess of three (3) days, the principal in consultation with the Community Superintendent/Director of Schools will determine if the absences will be lawful/excused or unlawful/unexcused.

Students with unlawful/unexcused absences of 10 consecutive school days or more will be withdrawn from school and may be allowed to re-enroll, provided they meet enrollment requirements, upon their return.

Students returning from lawful/excused absences have an equal number of days to complete make-up work.

Parent/Guardian Signature:

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Local Discretionary Days Previously Approved this School Year: _____

Disposition: Approved for the Following Date(s): _____ Disapproved:

Principal's Signature: _____ Date: _____

Reference: HCPSS Policies [8010](#), [8020](#), [9010](#)
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