

PACIFIC TECH

EXCUSED ABSENCE FORM

Student Name: _____

Date of Absence: ____ / ____ / ____ (____ Mon. ____ Tue. ____ Wed. ____ Thu. ____ Fri. ____ Sat.)

Indicate below the valid cause for the student's absence(s):

____ Student Illness (attach medical documentation)

____ Death in the Immediate Family (attach documentation)

____ Family Emergency. Explain:

____ Circumstances which cause reasonable concern to you for your child's safety or health. Explain:

____ Other Situations beyond the control of the student. Explain:

For an excused absence, the student must submit **documented proof (i.e., court doc, doctor's note, death certificate, birth certificate, etc.).*

****Excusable reasons** include medical emergency, surgery, family emergency, military service, jury duty, court hearing, funeral, accident, etc.*

****Medical appointment will not be considered as an excusable reason.***

FOR OFFICE USE ONLY

____ **Approved**

Dates approved: from _____ to _____

____ **Denied**

Reason request was denied:

Program Director's Signature: _____ **Date:** _____