

Rocky Mountain Elementary School

Notification of Upcoming Absence Form

Thank you for notifying us of your student's upcoming absences. Complete the form below and return it to the main office as soon as possible. Please understand that whether your student's absences are excused or unexcused, time away from the structured educational environment makes it more difficult to provide him/her with the best possible learning experience.

These days will count toward the overall school year attendance numbers and communication regarding the number of days absent may be sent to you in the future.

Student Name: _____ Today's Date: _____

Teacher: _____ Date(s) of Absence: _____

Reason for Absence: _____

Parent Signature: _____ Phone Number: _____

Current Totals – Prior to upcoming absences	
Current total of Excused absences	
Current total of Unexcused absences	
Current Total of Tardies	

Vacations or non-emergency activities should be scheduled for days or times when students are not in school.

Requests for absences to be excused due to vacation or for other non-emergency reasons will be approved if the student has a 95% or higher attendance rate over the prior two (2) grading periods, and if the student is otherwise meeting academic performance expectations as determined by school administration.

Principal's Signature: _____ Date: _____