

**MOHAWK TRAILS ELEMENTARY**  
**Request for Student Release from School/Pre-Arranged Absence**

Education is the primary business of our students. Therefore, the parent(s)/guardian(s) must make the education of the student(s) a priority. Regular school attendance is basic to a good education. Any absence means that a student has missed being a part of the educational process on that day. Absence of a student caused by family travel is discouraged. Unavoidable absence must be prearranged and will be granted only under very limited conditions/circumstances. In the case of extending a vacation, parent(s)/guardian(s) MUST inform the school of their request for student absence at least two weeks prior to the absence.

1. Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_
2. Parent(s)/Guardian(s) Name: \_\_\_\_\_ Teacher: \_\_\_\_\_
3. Home Address: \_\_\_\_\_
4. Home Phone #: \_\_\_\_\_ Work/Cell Phone #: \_\_\_\_\_
5. Date(s) of Student Absence: \_\_\_\_\_
6. Number of Days to be Missed: \_\_\_\_\_
7. Reason for Request (Must be completed by Parent(s)/Guardian(s)): \_\_\_\_\_

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

\_\_\_\_\_  
(Parent(s)/Guardian(s) Signature)

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Office Use Only

Absences to date for this School year \_\_\_\_\_

\_\_\_\_\_ Absences will be considered excused (All missed school work will be completed upon return from absence. Assignments will not be given in advance.) These days will be excused but will count towards our A.C.E.S. attendance policy.

\_\_\_\_\_ Absences will be considered unexcused.

Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Principal Signature)

This form is to be completed prior to any prearranged absence. Students who do not follow this procedure risk having their absence considered unexcused. The form is to be turned in at the Mohawk Trails Elementary office and the absence will be excused or unexcused based on the student's attendance record, academic record, and/or other factors.

cc: Parent(s)/Guardian(s) (original)  
Attendance