

Garnet Valley Elementary School Absence Request Form

Basic Information:

Student:	Grade:	Homeroom Teacher:
Total number of school days missed:	First Day of Absence:	Last Day of Absence:

Educationally Significant Purpose of Absence:

Parent / Guardian Requesting Absence:

Print Name:	Signature:
Contact Phone Number:	Date of Request:

Please complete the listing of subjects and teachers of all classes, the day(s) of absence, then turn in the form to the homeroom teachers for approval.

Teacher Notification:

Subject	Teacher	Comment	Teacher Initials
1. ELA			
2. Math			
3. Science			
4. Social Studies			

When all portions of this form are completed (including parent and teacher signatures), the form will be routed to the main office for administrative approval. Upon approval or denial, a copy of the form will be returned to the student.

Office Use Only:

Date Received:	Absences to Date:	Educational Experiences to Date:
Principal Signature:	Days Approved as Educational Experience:	Days Not Approved as Educational Experience:

*****Please note that the Commonwealth of Pennsylvania only permits an administrator to approve a total of five days for an educational experience in one school year. All absences, including those that are excused by the building administrator, are counted as part of the 10 day limit parents are permitted to write notes for their children. All subsequent absences require a doctor's note or they will be considered unexcused and may result in truancy proceedings.**