



## Student Absence Reporting Form

A successful school experience depends on regular school attendance. Every absence, whether excused or unexcused, interrupts the student’s understanding of the material being presented and lessens the value of high academic expectations. We do understand that sometimes absences cannot be helped and ask that the following form, along with any necessary documentation, be submitted to your homeroom teacher as soon as it is known that a student will be unable to attend his/her online courses for a specific date or dates.

**Student Name:**

**Homeroom Teacher:**

**Date(s) of absence:**

**Reason for absence** (please be specific):

I understand the following regarding my student’s absences:

- This form must be returned before or within 3 days after an absence or the truancy process could begin.
- My student is responsible for any missed work while absent from school and will abide by the policies of his/her teachers regarding that missed work. *(Please contact your content or homeroom teacher for requirements and information regarding any missing work)*
- Appropriate documentation is required if my student is absent more than 3 days *(Appropriate documentation includes, but is not limited to, documents written on official stationary belonging to medical and/or legal officials. This documentation must contain contact information. **A note from family members are not considered appropriate documentation**)*
- More than 5 unexcused absences during any one semester could begin the truancy processes. *(An unexcused absence is defined as any absence without proper documentation.)*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

Please scan and attach all documentation.  
A copy of this will be kept on file in case of a student audit.