

Principal Approval:

Initial _____ Date _____

_____ no mark
 _____ excused
 _____ excused w/reservations *
 _____ unexcused

Hours of Absence to Date:

_____ Jr. Yr.
 _____ Sr. Yr.



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*Principal Comments:

**Parent/Guardian
 Request for Student Absence**

Date of request: ____/____/____

I hereby request that _____ be given permission to be absent from school.
 (Student Name) (Program)

Number of days requested: _____

Beginning _____ and ending _____
 (Month/Day) (Month/Day)

The parent/guardian of a student may request an absence from school for a family vacation, jobsite orientation tied directly to the student's career tech program that cannot be scheduled outside of the school day, out-of-town family obligations, and partner school sponsored events.

All requests for future absences must be submitted to the appropriate Building Principal **two days** prior to the first date of absence being requested. Requests for any future absence may not be approved if teachers and/or the Building Principal are not in agreement with the absence(s).

Students who do not clear absences at least two days in advance may receive unexcused absences and face disciplinary consequences. Specific information can be found in the Attendance Policy that is part of the MVCTC Student Handbook.

No permission will be granted for absences totaling more than five school days. Absences beyond five days will be marked as unexcused absences.

The reason for this absence is (please describe): _____

 Parent/Guardian Signature Date

Students: Upon completion of the above information, please present this form to each of your teachers. After having had all of your teachers indicate your current grade status below, please bring this form to your MVCTC Building Principal.

Current Grade	Subject Area	Instructor Signature

Current Grade	Subject Area	Instructor Signature

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 and advanced employment preparation for youth, adults,
 and organizations of the Miami Valley.*