

PSD Global Academy
Request for Excused Absence



Parent / Guardian – please complete Section 1 and read Section 2.

Note: By submitting this request, you are not guaranteed an excused absence. If you have additional questions, please feel free to talk with your child's teacher or administrator.

SECTION 1 – please complete

1. Student Name:		Grade:	
2. Date of request:		Student ID:	
3. Date(s) of absences:			
4. Person requesting approval:		Relationship to student:	
Note: Only the student's legal guardian as listed in school records can request approval for absences.			
5. Reason for absence(s): check those that apply	Briefly explain		
<input type="checkbox"/> Illness: Doctor's note: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Injury: Doctor's note: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Legal proceedings			
<input type="checkbox"/> School-sponsored event			
<input type="checkbox"/> Appointment			
<input type="checkbox"/> Family activity			
<input type="checkbox"/> Other			

SECTION 2 – PLEASE READ

The following absences are *not* excused (per the *PGA Student Handbook*):

1. Oversleeping or forgot
2. Skiing, Vacation (not pre-approved)
3. Studying
4. Car, traffic, train, city bus trouble

Procedures for addressing absences:

- Students arriving after the first 30 minutes may be marked absent.
- Absences must be called in to the main office within 48 hours and may require additional info
- Requests for pre-approval must be submitted in writing at least 3 days prior to absence
- After 3 unexcused absences, student may not receive credit (and/or dropped with "F" or "WF")
- Absences and truancy will be reported to the district Truancy Officer

SECTION 3 - For PGA Office Use only:

- Approved = excused absence Unapproved = unexcused absence

 Heather Hiebsch, Principal PGA

 Date

Copy to: 1) Attendance Clerk 2) Student file 3) Teacher, upon request 4) Parent, upon request