REQUEST FOR STUDENT ABSENCE FORM

At Clayton, we are always striving to have all students be the best they can be. We care deeply about our students' overall success and appreciate your willingness to partner with us on this goal. Student attendance at school is directly connected to their academic and social success in school. Attendance is an important life skill that will help your child be ready for their future endeavors. By completing this form, parents are accepting the responsibility that goes along with a student's absence from school. Family vacations are valuable experiences and we encourage having these scheduled to coincide with the District's calendar breaks whenever possible. It is challenging to replicate the learning that happens during the time your child has missed. Making up missing assignments and assessments requires additional planning between the teacher, parent/guardian, and student, which can cause additional stress for your child. Together we want this to be the best learning experience for your child and appreciate your support!

Student Name:_____ **Grade:**_____ **Teacher:**_____

Date(s) of Absence: from _____ **to** _____

# of Days Student will be Absent: _____

Reason for Absence (circle one):

Vacation   Personal Illness   Death in Family   Emergency   Illness in the Family

Observance of Religious Holidays or for Religious or Cultural Purposes

Other - Please explain:_____

Parent/Guardian Signature_____**Date**_____

Reviewed and Completed by Administrator: (Parent/Guardian(s) will receive an electronic copy through email)

State law permits students to be excused from school for a maximum of 10 days per school year. Please reference NJSD Attendance Policy 5200 on the District website via BoardDocs for more information on this.

Current Number of Days Absent/Tardy to date this school year:_____(absent)_____(tardy)

Classroom Teacher Contacted: ☐

Request: ☐ Approved   ☐ Not Recommended

Administration Signature:_____ **Date:**_____

- This form needs to be submitted to the office **at least one week in advance** of the absence.
- This form needs to be submitted if the student will be absent more than 3 days or has met their 10 day maximum (includes: illness, tardy and others) of absences for the school year.
- One form must be submitted for each child in the family that is requesting an absence.