

**Procedures for Requesting a Non-Medical Absence**

Attendance is a priority at Buckland Mills Elementary, however, we do realize that situations arise which require families to request permission for non-medical absences. In accordance with PWCS Attendance Regulation 724-1, family trips should be scheduled during school holidays and over summer break. Absences for family trips will not be excused unless accompanied by extraordinary circumstances, and in no case for any period exceeding five school days without the approval of the Office of Student Services.

**Excused Absences are one of the following:**

- \*Personal Illness of the student- Doctor’s notes are required by a principal for each and every day student is absent after a student has accrued 10+ absences for the school year.
- \*Medical and dental appointments- Appointments that cannot be made outside of school hours. Students are encouraged to provide a medical note to the school.
- \*Death in the student’s immediate family - defined as father, mother, step-parent, brother, sister, step-brother, step-sister, or grandparent; not to exceed 5 days
- \*Observance of a religious holiday
- \*Emergency conditions in the student’s home
- \*Dangerous roads or walkways
- \*Court appearance- Student has received subpoena, summons, or court order.
- \*Visit with military family member- Student may be granted up to 5 days excused absences for the purpose of visiting with a parent/guardian who has been called to active duty.

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Please print

Student(s) Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Teacher \_\_\_\_\_

Date Leaving \_\_\_\_\_ Date Returning \_\_\_\_\_ Number of Days Absent \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_

*I understand the requirements stated above regarding make-up work and pre-approval of a non-medical absence.*

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

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**Excused** \_\_\_\_\_

**Preplanned Unexcused** \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date \_\_\_\_\_