



Wicomico County Board of Education

Advance Request for Absence

Procedural Guidelines

- The *Advance Request for Absence* form must be completed for consideration of a lawful (excused) absence from school under INS-SFS-PL-019 Student Attendance Policy.
- All requests should be submitted at least **two weeks in advance of the** time of absence to the principal. (Requests not received in advance may not be eligible for approval.)

Student Name: _____ Today's Date: _____

School Name: _____ Grade: _____

Parent/Guardian: _____ E-mail: _____

Mailing Address: _____

Street Number and Name

City, State and Zip Code

Phone Number

Reason for Absence: _____

Date(s) of Absence: _____

Parent/Guardian Signature: _____

Principal Use Only

Disposition of Request: Approved Disapproved

Comments: _____

Principal Signature: _____ Date: _____

C: File Administrator/Supervisor Parent/Guardian Date Sent:

Approval Status

Index Code

Title: Student Attendance Procedures
 First Adopted: 05/14/14
 Legal Review: 06/10/14
 Approved Revisions: 06/10/14 05/14/13
 Effective: 06/11/14 05/15/13

INS-SFS-PR-002