



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:**

<u>Approval Status</u>		<u>Index Code</u>
Title:	Student Attendance Procedures	INS-SFS-PR-002
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	