



BRISTOL SCHOOL DISTRICT #1

Long-Term Absence Request Form

This form is to be completed for pre-arranged absences consisting of 3 or more days of school.

In accordance with Bristol School District #1 Policy, parents are discouraged from taking their children out of school for vacations. While students missing school due to vacations is not condoned, it is recognized that there are rare incidents when a student must be absent due parental vacation or travel requirements. In these cases, the parent/guardian must fill out the Long Term Absence Request Form in advance of the absence.

How to complete this form:

1. Parent/guardian complete the student and parent information
2. Form needs to be brought to the child's teachers to complete the grades and work section
3. Once the teacher section is completed, teachers will return the form to the school office
4. Principal will review attendance history and determine if the absences will be excused or unexcused per district policy
5. Families will be emailed the completed form to inform them of the absence request status

Please note: The completed form must be submitted to the teacher at least FIVE school days prior to the date of the requested absence so that the form can be submitted to the school office and approvals or denials can be communicated to families prior to the absence start.

1. STUDENT/PARENT INFORMATION

Student name: _____ Grade: _____

Parent/Guardian Name(s): _____

Requested absence start date: _____ End Date: _____

Reason(s) for absence: _____



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2. PARENT ACKNOWLEDGEMENT

I understand that my child is responsible for gathering and completing any school work missed during the absence. I also understand that missed assignments may not be available from teachers until after the planned absence.

Parent Name (printed): _____

Parent Signature: _____ Today's Date: _____

3. GRADES & WORK: TO BE COMPLETED BY THE CHILD'S TEACHER(S)

Subject	Today's date	Current Grade(s)	Work/Assignments that will be missed during absence
Literacy			
Math			
Social Studies			
Science			
Encore			

4. SCHOOL/PRINCIPAL ACKNOWLEDGEMENT

Date received: _____ Principal Signature: _____

Principal comments: _____

Excused absence dates:

Unexcused absence dates: