



## Application for Requesting an Excused Absence

(Must be submitted to the Principal's Office at least 2 weeks prior to the activity / trip.)

Name of Student: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Child's Homeroom Teacher (Grades K-5 only): \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_ Dates of Absence: \_\_\_\_\_

Reason for Requesting a Pre-Approved Excused Absence:

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

*According to State guidelines and RCS Policy, students may not miss more than nine (9) days (excused or unexcused) per semester and still receive credit. All absences excused or unexcused will count toward the 9-day maximum per semester. The principal may exempt exceptional cases including extended illness; however, in such cases a doctor's note or other supporting evidence must be submitted. The following are considered in need of PRE-APPROVAL for an excused absence to be awarded:*

- **Request for pre-approved family trips / vacations**
- **4H and other outside competitions**
- **Any other unusual cause acceptable to the principal.**
- **College visitation (three per junior and senior year)**

**NOTE:** The following do not count in the 9 days per semester rule: Approved college visitations, RCS athletic participations, school sponsored field trips. ALL OTHER ABSENCES COUNT TOWARD THE MAXIMUM ALLOWABLE ABSENCES OF 9 DAYS PER SEMESTER.

*\*No pre-approved absences allowed during Achievement Standardized Testing for any grade. No pre-approved absences will be allowed during Pinnacle for high school students or during grade-level trips for middle school students.*

The following are considered excused absences for which PRE-APPROVAL are not necessary:

- Personal illnesses - up to three days only (Greater than 3 days must have a doctor's note)
- Court appearance
- Doctor's appointment
- Illness or death in the immediate family
- Quarantine

However, upon returning from one of the situations listed above, the parent should email or submit a written note concerning the absence to the attendance registrar who will forward it to the principal for approval. The following should be included in the email / note:

- Date of email / note
- Name of student
- Dates of absences
- Reasons for the absence
- Signature of Parent

Consequences for an **Un**excused Absence are listed in the RCS Parent & Student Handbook.

-----Official Use-----

Number of excused absences to date: \_\_\_\_\_

Number of unexcused absences to date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Comments: