



**Lake Windward Elementary
Request Approval for Student Absence**

Student's Name _____

Homeroom Teacher _____

First day absent _____

Last day absent _____

of days absent _____

Reason for the request:

****Classwork / Homework will NOT be provided in advance.**

Print Parent Name _____

Date _____

Parent Signature: _____

.....
For school use only:

Date form received: _____

Absences: _____ [Excused _____ Unexcused _____ Approved _____]

Tardies: _____ [Excused _____ Unexcused _____ Early Dismissal _____]

of days requested: _____ # of days approved: _____

Administrator's Signature: _____

TEACHER COPY

PARENT COPY