



Form JHD-E1

# Excused Absence Request Form

In accordance with LCPS Policy and Regulation JHD: Exclusions and Exemptions from School Attendance, 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 to parental vacation or travel requirements. In these cases, the parent/guardian must fill out Form JHD-E1: Excused Absence Request Form, in advance of the absence. (This does not apply to student trips without parents; these trips are considered unexcused.) **The completed JHD-E1 form must be submitted to the student's home school principal at least five school days prior to the date of the requested absence.**

## I. STUDENT/PARENT INFORMATION

Name of student for whom absence is requested \_\_\_\_\_

Student's school \_\_\_\_\_ Grade level \_\_\_\_\_

Parents/guardians of student \_\_\_\_\_

Dates of Requested Absence: Start date \_\_\_\_\_ End date \_\_\_\_\_

Reason(s) for absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

## II. SCHOOL/PRINCIPAL DECISION

Decision of School Principal

Absence is excused       Absence is unexcused

Principal's comments (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_