

# Parent Request Form for Excused Absence

Date(s) of planned absence: \_\_\_\_\_

Number of school days to be missed: \_\_\_\_\_

Name of student(s)	School	Grade	Absences to Date
_____	_____	_____	_____
_____	_____	_____	_____

If you have other children at other Helena schools also included in this request, please list them below.

Name of student(s)	School	Grade	Absences to Date
_____	_____	_____	_____
_____	_____	_____	_____

Briefly explain the purpose/reason for this request:

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

**Note:** This request should be submitted to the school's administrator. Submitting the request does not automatically mean that the absence will be excused. The registrar will notify parents whether the request has been approved or denied.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## For School Office Use Only:

Decision regarding this parent request:

Approved \_\_\_\_\_

Denied \_\_\_\_\_ (but allowed to make up assignments)

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date