

Columbus Alternative High School
"Good Attendance is the Key to Academic Success!"

STUDENT ABSENCE NOTIFICATION FORM

Student Name _____ Date(s) of Absence _____
(please list siblings on separate forms)

Reason for absence (select one):

- Personal Illness Medical or Dental Appointment
 Observation of a religious holiday Death in the family (limited to a period of 3 days)
 Other
(Principal approval may be required for the purpose of documenting the reason for accepting or denying the excuse)

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____



Absence Called In Via Phone (complete below):

Name of caller (must be parent or guardian): _____ Time of call: _____

Form completed by _____ Date: _____

For Attendance Office Use Only:

Student Number: _____

- Absence coded as: Unexcused (UNX) Parent Authorized Absence (PAA) Parent Medical (PMD)
 Parent Authorized Late Arrival (PALA) Parent Medical Late Arrival (PMLA)
 Parent Authorized Early Leave (PAEL) Parent Medical Early Leave (PMEL)

Note: If this request exceeds the students 9th Parent Authorized Absence (PAA, PALA and/or PAEL), or the request is received more than one week after the last date of absence, you must submit a [Request For Principal Approval of an Excused Absence](#) form to the Administrator for proper coding.

Date Entered Into IC _____ Entered By: _____

(Note: Only change the absence code if the reason given meets the criteria in the Board Policy)