



## Westfield High School Absence Request Form

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Parents have a responsibility to ensure their children are in school during student attendance days. Absences can be costly in terms of work missed and should be accounted for when making the decision for your student to miss school. We realize there will be times a student chooses to miss due to an educational trip, athletic tournament, religious retreat, college visit, etc., therefore the attached form **must be submitted no less than 5 school days prior** to your student's planned absence.

If your absence request is to participate in an organized event, please supply documentation of the event as described below.

### **COLLEGE VISITS (juniors and seniors only--2 permitted per school year)**

- a. date(s) of visit/exploration
- b. signature of the school or employer's representative verifying that the visit has occurred

### **OTHER EDUCATIONAL ACTIVITY**

This education is defined as any other absence approved by the Dean of Students that is relevant to the student's academic growth and equivalent to the student's school activities/experiences.

### **RELIGIOUS MISSIONS, RETREATS, WORKSHOPS, etc.**

- a. date(s) of the event
- b. nature (and name, if applicable) of the event

Documentation is often in the form of a letter from the sponsoring group, youth minister, or parent providing the information requested above.

### **COMPETITIONS**

- a. date(s) of the event
- b. exclusivity of the event (i.e. participants must qualify or be selected or invited because of previous performance in the area of interest or ability)
- c. potential for scholarships (usually presence of college scouts or coaches at the event)

Documentation is often in the form of copies of invitations or notification letters, printed web pages, or copies of letters from coaches or sponsors verifying the information requested above.

# WESTFIELD HIGH SCHOOL ABSENCE REQUEST FORM

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**Parent/Guardian: (Please Complete)**

**Student name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Parent's Name** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_

**Date(s) of absence** \_\_\_\_\_

**Reason For Absence:** Please state the name of the event, city/state student is attending & attach documentation for the event.

**College Visit** \_\_\_\_\_

**Educational Activity** \_\_\_\_\_

**Religious Event** \_\_\_\_\_

**Athletic Event** \_\_\_\_\_

**Other** \_\_\_\_\_

**Student:** Please bring this form to your teachers for signatures & to gather homework missed during your absence.

**Teachers:** Please sign to indicate you are aware of this absence, student is in good academic standing & assignments have been given to the student.

**1st Period Teacher** \_\_\_\_\_

**2nd Period Teacher** \_\_\_\_\_

**3rd Period Teacher** \_\_\_\_\_

**4th Period Teacher** \_\_\_\_\_

**5th Period Teacher** \_\_\_\_\_

**Student:** Please bring this form to the attendance office for a signature & **approval at least 5 school days before absence.**

**Decision: Excused** \_\_\_\_\_ **Unexcused** \_\_\_\_\_

**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_