



Fairfield Senior High School

8800 Holden Blvd. • Fairfield, Ohio 45014
Phone (513) 942-2999 • Fax (513) 942-3288

Student Absence Request Form

Parents/Guardians requesting permission for students to be absent from school for extenuating circumstances must complete this Student Absence Request Form for approval. A request must be completed for each student. To be approved, requests must meet the following criteria:

- Students must travel with parents/guardians.
- The request for approval must be made at least (2) weeks prior to the anticipated absence, excluding emergency situations.
- Approved requests will be considered excused.
- Students will be given the opportunity to complete any class work, assignments, projects, or tests that are part of the course.
- Make-up tests will be administered at the teacher's convenience. All make-up work must be completed within (5) days after the student's return to school.
- If permission is denied and the student is absent, the days absent will be considered unexcused.
- Parent/Guardian must provide a brief summary of why absences should be excused.

The Administrator/Principal may deny a request at his/her discretion for the following reasons:

- Excessive absences and/or discipline referrals
- Credit deficiency
- Incomplete or Missing Work
- Circumstances don't justify reason for absence.
- Absences are the result of a vacation

Student: _____

Grade: _____

Date(s) of absence(s): _____

Homeroom: _____

Please provide a brief summary describing the set of circumstances that should be considered for approval of absences.

Class/Subject	Teacher Signature

I, the undersigned, attest that the above named student will be accompanied for the duration of these absences by his/her parent(s)/guardian(s) or approved person(s) and assume responsibility for my student's completion of make-up work missed during the absence.

Parent/Guardian Signature: _____

Date: _____

Administrator Signature: _____

Date: _____