



CITY ACADEMY

Small Classes ★ Great Teachers ★ BIG Learning

Accredited by the Northwest Association of Accredited Schools

Member of the Coalition of Essential Schools

Parental Request for Excusal of Absence for Valid Reason

This form is the only way to have student absences excused as valid by a parent. Phone calls, notes on other paper, etc will not be accepted. This form must be received within four school days of the last day of an absence to have the absence excused – late forms will result in the absence being considered unauthorized.

Student Last Name:		Student First Name:
Date of Absence (list dates separately)	Periods Absent (please circle)	Valid Reason for Absence (see Parent-Student Handbook)
	1 2 3 4 5 6 7 8 All	For office use: Excused Y N Code:
	1 2 3 4 5 6 7 8 All	For office use: Excused Y N Code:
	1 2 3 4 5 6 7 8 All	For office use: Excused Y N Code:
<p>By signing, the parent or guardian attests to the following:</p> <ol style="list-style-type: none"> 1) I am the parent/guardian of the student listed on this form (forgery by students will result in off-campus suspension). The information provided herein is accurate. 2) I understand that, by law, it is a parent/guardian's responsibility to have their school-age children attend school. 3) I understand that, even for valid reasons, absences can negatively impact student learning and level of demonstrated competency. 4) I understand that City Academy will usually accept parental excusal for a maximum of three absences in any class in any quarter. Parental excusal of additional absences requires the approval of the Assistant Director. 5) I have read and understand the City Academy Attendance Policy. 		
Parent Signature		Date of Signature

