



SALT LAKE CITY
SCHOOL DISTRICT
Your Best Choice

**REQUEST FOR EXCUSED ABSENCES
 DURING EDUCATIONAL TIME**

(This form must be on file one week prior to the beginning absence date)

FROM SALT LAKE CITY SCHOL DISTRICT BOARD POLICY S-4 - When parents wish to have their student excused from school for family travel or activities for one to four days, they should notify the school by calling or sending a note. However, if the parent wishes to have their student excused from school for a more extended period of time, typically five days or more . . . for family travel or activities, parents must notify the principal to make prior arrangements for the student's absence.

Because of the Salt Lake City School District's commitment to quality education, we are concerned when a child misses school for any reason. Utah Compulsory Attendance Laws (Code 53A-11-101.5) require that every school age child be enrolled in school and attend regularly. Students may be excused from school attendance for valid and legitimate reasons such as illness, medical appointments, family emergencies, death of a family member or close friend, and observance of religious holidays. Family activity or travel requires prior approval of the school principal.

Please note that even though a student has an opportunity to make up work, extended absences may negatively impact the student's academic progress. While some assignments may be made up, some class experiences cannot be replicated and student progress may suffer.

This is a formal request to allow my student/s:

<u>STUDENT NAME</u>	<u>GRADE</u>	<u>TEACHER</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

be excused from school during educational time beginning on _____ (first day absent) and ending on _____ (last day absent).

The purpose of this absence is: _____

 _____.

I have met with my student's teacher/s and we have an agreement on how my child will compensate for lost educational time.

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

**BEACON HEIGHTS
 ELEMENTARY**

p 801.481.4814
 f 801.481.4900

1850 South 2500 East
 Salt Lake City, Utah 84108

beaconheights.slschools.org

All signatures must appear for the request to be valid. The form must be on file one week prior to the beginning absence date. Otherwise the above dates will be considered unexcused absences and the Salt Lake District truancy policy will be followed. Please refer to the Salt Lake City School District Policy S-4.

The Salt Lake City School District prohibits discrimination based on age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation..