



**Teacher Comments:**

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**Parent / Guardian Signature**

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**Date**

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**Teacher Signature**

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**Date**

**Teacher Recommendation**

- Approved**
- Denied**

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**Administrator Signature**

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**Date**

**Final Administrative Decision**

- Approved**
- Denied**

Students who miss more than 3 consecutive days (if approved) will be expected to complete missed work and submit it for grading within 1 week of returning to school.

After the form is completed by the parent, it will go to the teacher for review and standards alignment. The teacher will then make a recommendation for administrative review. Administration will make a final decision and provide a copy of the form/response to the parent and to the Data Manager.

**This process should be completed within 5 school days of receiving the form from the parent.**

*Revised September 2022*