

Teacher Comments:

Parent / Guardian Signature

Date

Teacher Signature

Date

Teacher Recommendation

- Approved**
- Denied**

Administrator Signature

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