

**WESTMONT HILLTOP SCHOOL DISTRICT
STUDENT REQUEST FOR ABSENCE**

The Westmont Hilltop Board of Directors established policy to govern responses by parents/guardians impacting student absence. The policy established the following guidelines:

A student may be excused from school to participate in family planned vacation trip(s) not to exceed five (5) school days in a given school year. Educational trips, including college visits, require prior approval by the building principal. Religious holidays are approved, but require written statement in advance. Please note that in accordance to this policy, and vacation days beyond five (5) will be deemed unexcused. All absences, except medically excused and religious holidays, beyond ten (10) days will require medical evidence. Absences beyond ten (10) days without medical evidence will be unexcused.

In order to alleviate the disruption in learning that occurs due to absences, please attempt to submit your request a week in advance, thus providing school personnel enough lead time to gather information relevant to helping your child experience a smooth continuation of the learning process. Further, please understand that there is an expectation that upon return your child will make up all tests, assignments, projects, or any other required learning tasks within a reasonable amount of time.

Please check the following reason for absence: Educational Trip Vacation Trip Religious Holiday

Name(s) of Child(ren) & Grade Level	Parent/Guardian Name, Address	
GR.		Please enter only days of school to be missed. Do not enter the last day of school attended and first day return. Date(s) of absence: _____
GR.		Please specify details of absence: _____ _____
GR.	Home Phone: _____ Work Phone: _____	

Note: If you have children in more than one building, you need only submit one form, and district personnel will assume responsibility for communicating information to other buildings.

Date: _____ Parent Signature: _____

Approved by: _____