



## Request for Prior Approval of Absences For Students of the Oxford School District

In accordance with the policy of this school district governing absences, prior approval must be given by the administration to certain categories of absences if they are to be considered excused. In order to request approval of an absence falling into one of the categories below **prior to the absence** please complete this form.

Student's Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher(s): \_\_\_\_\_

Date(s) Student will be Absent: \_\_\_\_\_

I request that prior approval be given for the absence of my child for the following reason:

- |   |   |
|---|---|
| <input type="checkbox"/> Medical/Dental Appointment | <input type="checkbox"/> Religious Event Observations |
| <input type="checkbox"/> Educational Opportunity    | <input type="checkbox"/> Other                        |

Explanation for the reason checked above:

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\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

Visit <http://oxford.msbapolicy.org> for more information about the Oxford School District's Compulsory School Attendance policy (policy code JBA).

### OFFICE USE ONLY

This absence will be designated:     Excused     Unexcused

\_\_\_\_\_  
*Administrator Signature*

\_\_\_\_\_  
*Date*