

MARATHON MIDDLE/HIGH SCHOOL

Absence or Early Dismissal Request Form

Important: This form must be returned to the attendance office at least two days prior to the absence.

To be completed by Parent/Guardian:

Name _____ Grade _____ Date _____

Type of request: Absence _____ or Early Dismissal _____

Length of absence _____ days

From ___/___/___ to ___/___/___

Date of Dismissal ___/___/___

Reason for request per student handbook:

Parent Signature

To be completed by Attendance Clerk:

Total days absent this school year to date _____

To be completed by Principal:

Request per student handbook: _____ Approved _____ Not Approved

Request conference with Parent: Y N

Principal Signature

Date

Conference Results:

Parent/Guardian Signature

Date