

WBHS School Request for Permitted Absence

This application must be used to request a "Permitted Absence" if a student is to be absent for an extended period of time due to special events or unusual circumstances. Student must get permission from the Principal Designee at least five (5) school days in advance.

According to SBBC Policy #5.5, examples of special events include the following:

- Important public functions
- Conferences
- State/national competitions
- Exceptional cases of family need

Date: _____

Student's Name: _____

Student ID: _____

I am requesting permission for my child to be absent from school on the dates below. I understand that my child is responsible for completing all make-up work and tests that are missed during his/her absences.

Per BCPS policy, make-up work will be given upon return from his/her absence.

Student understands that he/she is responsible for all makeup work.

Start Date: _____ End Date: _____

Total number of school days requested: _____

This absence is being requested for the following reason(s):

Parent Signature _____ Student Signature _____

For School Use Only:

Total Number of Days Absent: Excused _____ Unexcused _____

Total Number of Days Tardy: _____

Previous Request of Permitted Absences: Yes _____ No _____ Dates: _____

Request Approved _____ Not Approved _____ Approved; not recommended _____

Comments: _____

Principal Designee Signature

Date