

Troy Area School District

Excuses must be turned in within three days. After three days, the absence will become unexcused without an excuse. Arrival after 11:30 AM or leaving before 11:30 AM will be considered a half day absence. Children are permitted by law to have three unexcused or unlawful absences a year. After ten days of absences a doctor's note must be submitted for all subsequent absences or they will be unlawful. If a student accumulates 10 tardies / early dismissals, or absences this may be filed with the District Magistrate



| Excused Absences | Unlawful / Unexcused Absences |
|------------------|-------------------------------|
|------------------|-------------------------------|

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| <p>Legal Reasons for Absences:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Illness of a child <input type="checkbox"/> Visits to doctor, dentist, orthodontist, etc. <input type="checkbox"/> Recovery from an accident of the child <input type="checkbox"/> Death in the immediate family <input type="checkbox"/> Counseling of the child <input type="checkbox"/> Principal approval for family emergencies <input type="checkbox"/> Impassable roads <p>PRIOR approval to be considered excused (5 days prior to absence):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved educational trips _____ (limited to five days per year) <input type="checkbox"/> Take your child to work day (1 day) on national day _____ <input type="checkbox"/> Religious release time _____ <input type="checkbox"/> Court ordered visitation _____ | <ul style="list-style-type: none"> <input type="checkbox"/> No excuse after three days <input type="checkbox"/> Shopping <input type="checkbox"/> Visiting friends and/or family <input type="checkbox"/> Oversleeping <input type="checkbox"/> Missing bus <input type="checkbox"/> Out of town travel to weddings, family reunions, etc. <input type="checkbox"/> Lack of transportation to school <input type="checkbox"/> Hunting and Fishing <input type="checkbox"/> Without prior approval for educational trips, take child to work day, religious release, court ordered visitation <input type="checkbox"/> Other: _____ |
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DATE OF ABSENCE(S): _____ TODAY'S DATE: _____

REASON FOR EXCUSED ABSENCE: _____

STUDENT NAME: _____ TEACHER NAME: _____ GRADE: _____

PARENT/ GUARDIAN SIGNATURE: _____

Must have written excuse signed by parent or guardian

Educational Trip Request Approval Form:

This form is to be submitted at least 5 (FIVE) school days before the trip commences. It is your child's responsibility to turn this form into the office prior to the planned trip with teacher acknowledgements. **Families with more than one student must complete more than one form.**

****DATE OF ABSENCE(S):** _____ **TODAY'S DATE:** _____

STUDENT NAME: _____ TEACHER NAME: _____ GRADE: _____

PLEASE DESCRIBE THE EDUCATIONAL NATURE OF THE TRIP:

PARENT/ GUARDIAN SIGNATURE: _____

Must be signed by parent or guardian

APPROVED _____ NOT APPROVED _____ DATE: _____

Non-approval could result in absences being counted as unexcused, and be subject to the school district's attendance policies.

Administration concerns or reasons for non-approval

PRINCIPAL SIGNATURE: _____

****limited to five days per school year**