

# Request for Student Absence Due to Unique Family Situation

## Kaiserslautern Complex Schools (KES/KMS/KHS)

- Absences due to family vacations will be unexcused. Family trips due to parent deployment/block leave are excused and you must provide documentation from your command.
- Absences over 3 days or more due to personal illness, serious illness in the student's immediate family, a death in the student's immediate family, religious holidays, emergency conditions such as fire, flood, or storm, and unique family circumstances warranting absence are coordinated with school administration.

My child is in good academic standing.

Yes  No

My child attends school regularly.

Yes  No

My child will have access to a computer to complete work while out of school.

Yes  No

I have siblings at other schools.

Yes  School Name  No

**Expectations**, check next to each statement.

- Provide a written explanation on the reverse side, stating the reason for absence.
- The student will need to complete all school work. Requests submitted 3 days before departure will be sent to the teacher for assignments. If work is not given in advance, it must be completed upon return.
- I understand that grades may be negatively impacted because of the absence. Not all assignments can be made up as they are completed in class or as a group.
- I will work with my child to complete the missed work.
- Students get one day for every day they're absent, not to exceed two weeks.

## Student Information

Student Name:

Grade:

Dates of requested school absence:

Total number of school days:

Explanation for request of excused absence:

Sponsor phone number:

Sponsor Email:

Sponsor Signature:

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### Administration Review and Decision

Grade Summary:

Number of excused absences:

Number of unexcused absences:

Administrative Comments:

Excused

Administration signature:

Unexcused absence

Teacher Signatures: