



NEONTA CITY SCHOOLS

Thank you for recognizing that attendance at school is vitally important if students are to be successful in their studies. If your child must be absent for a reason other than those listed as approved by the Oneonta City Schools Attendance Policy in the Student Handbook, you may request that the days missed be coded as excused. Please be aware of the following information:

- Approval of your request is not guaranteed. Absences that are not approved will be unexcused.
- Anticipated absence(s) are considered parent notes (may not exceed 4 per semester - see student handbook).
- Days requested cannot be excused if they will occur during state/district testing days, or if the allowable number of absences for the semester has already been accumulated, or they will be accumulated due to the requested absence.
- Principals may advise against your child missing school due to low grades or prior attendance record.
- Parents and students are responsible for all missed work, and teachers have the authority to determine deadlines for missed work (see student handbook on makeup work policy).
- **A completed Anticipated Absence Form MUST be submitted to the school office at least three (3) days in advance of the absence.** This form is to be used for full day or partial day absences.

Student Name: _____

Homeroom Teacher: _____ Grade: _____

Full Day Absence: Yes No Date of Absence: _____

Partial Day Absence: Yes No Date/Time of Partial Day Absence: _____

Parent Signature: _____

of Days Requested _____ + Current Absent Count _____ = _____ =<15

Approved: Yes No

Administrator's Signature: _____ Date: _____