



St. Michael the Archangel

Diocesan Regional Catholic High School

www.smhsbr.org

Excused Absence Request Form

When events are known about ahead of time, requests for Excused Absence must be submitted in writing **5 business days before** the planned departure to Dean of Students with official itinerary of the event. In some cases, one travel day prior to the event will be allowed. If you have any questions, please read our Attendance Policy which can be found on pages 20-23 of the 2024-2025 Student Parent Handbook.

PLEASE PRINT	
Student Name:	Grade:
Parent/Guardian Name:	Home/Cell #:
Date(s) of Absence:	

SELECT ONE OF THE FOLLOWING OPTIONS	
<input type="checkbox"/> Death in family	<input type="checkbox"/> Family emergency
<input type="checkbox"/> College visit	<input type="checkbox"/> Other
<input type="checkbox"/> Medical emergency	
Explanation: _____ _____ _____ _____	
Parent/Guardian Signature _____ Date _____	

FOR OFFICIAL USE ONLY		
<input type="checkbox"/> Excused	Reviewed by _____	Date _____
<input type="checkbox"/> Unexcused	Signature _____	
Notes _____ _____ _____		