



St. Michael the Archangel

Diocesan Regional Catholic High School

www.smhsbr.org

Excused Absence Request Form

When events are known 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 19-22 of the Student Parent Handbook 2026-2027. Documentation can be emailed to attendance@smhsbr.org or dropped off at the front office.

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

SELECT ONE OF THE FOLLOWING OPTIONS		
☐ Death in family	☐ Family emergency	☐ Medical emergency
☐ College visit	☐ Other	
Explanation:		
Parent/Guardian Signature _____ Date _____		

FOR OFFICIAL USE ONLY		
☐ Excused	Reviewed by _____	Date _____
☐ Unexcused	Signature _____	
Notes		