

Long-Term Absence Request

Each year, TOPS receives many letters from Parents asking permission for their student(s) to be absent from school for an extended period of time. Keeping track of these absences, TOPS must align with the district Policy on long-term absences. This policy reads in part: “Planned absences are excused when you submit a request to the principal at least three school days before the start of the planned absence. Long-term absences or a succession of long-term absences may affect whether your child will be promoted. Absences for longer than twenty consecutive days will result in your child being dropped from TOPS school enrollment.”

Please fill out the portion below and return to TOPS office. The request will have to be approved by the principal before the child can be excused.

*** This form is for absences for 5 or more consecutive days ***

Child's name: _____

Teacher: _____ Grade: _____

Dates: _____

Reason for absence: _____

Parent's Name: _____

Home Phone: _____ Work Phone: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____