

# Lake Windward Elementary



## PRE-APPROVED OR REMOTE DAY ABSENCE FORM

Student's Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

First Day Absent \_\_\_\_\_ Last Day Absent \_\_\_\_\_ Total Number of Days Absent \_\_\_\_\_

Circle The Request:      Pre-Approved (up to six per year)      Remote Day (up to five a semester)

Reason for the Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*To be eligible for **remote learning credit** the student must participate in 45 minutes of asynchronous RELA and 45 minutes of Math instruction as defined by the teacher. Teachers will communicate assignments to students within 24 hours of the request being made. **Students may not use a remote learning day on a summative assessment day.** The student will be marked absent until the work is completed and recorded. Work must be submitted within two days of the absence.

Print Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

This section to be completed by administration for pre-approved absence requests.

Absences: \_\_\_\_\_ [excused \_\_\_\_\_ unexcused \_\_\_\_\_ approved \_\_\_\_\_]

Tardies: \_\_\_\_\_ [excused \_\_\_\_\_ unexcused \_\_\_\_\_ approved \_\_\_\_\_]

# of Days Requested \_\_\_\_\_ # of Days Approved \_\_\_\_\_

Administration's Signature: \_\_\_\_\_

REMOTE DAY ABSENCES: This section to be completed by the homeroom teacher for remote days. Please return to Data Clerk within 2 days of the last absence.

Date(s) : _____	ELA (participated or absent)	Math (participated or absent)
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