STUDENT ABSENCE NOTE
(Please type or print)

Student's Legal Name:

Grade:

Teacher:

Absent date(s):

Reason for absence:

Is this a request for REMOTE LEARNING during the absence(s):

☐ YES   ☐ NO

Note: Requests for Remote Learning Days must be submitted at least 5 days prior to the 1st remote learning day or the student will be considered absent. Students must complete all asynchronous assignments and turn in graded work within 2 days of the absence. Students are allowed five (5) remote learning days per semester. Students may not use a remote learning day on a summative assessment day.

Planned Absence Request for PRE-Approval – Reason:

_____   Date:
Parent/Guardian Signature

It is the responsibility of the student and/or parent/guardian to complete this form and return it to the school's designee within 5 days of returning to school from an absence. The coding of the absence will follow the Fulton County Board Policy "JBD Attendance and Absences". Please refer to the Wilson Creek Family Handbook for further information regarding attendance.

Pre-arranged absences must be submitted five (5) school days in advance and approved PRIOR to the absence. The pre-approval process typically takes 72 hours. Requested approval AFTER the absence will not be accepted. Email this form to Kathy Westbrooks at westbrooks@fultonschools.org to request pre-approval.

Should you need to pick up school work for your child due to a one- or two-day absence, you are asked to email your child's teacher before 10:00 a.m. Materials may be sent home with another child or you may pick them up at the front office before 3:30 p.m.

NOTE: Please refer to FCS School Board Policy JBD, found by clicking here. Before approving this request, school administration will consider the student's complete attendance record, including excused, unexcused, disciplinary, or other absence types. School administration will also consider the student's academic standing before approving the absence.

FOR OFFICE USE ONLY

Planned Absence Approved _____   Administrator's Signature: _____   Date: _____