



Department of Child Welfare & Attendance

PARENT REQUEST FOR EXTENUATING CIRCUMSTANCES

NOTE: This form **MUST** be completed if your child did not meet the attendance requirements (**167 days** for Elementary and Middle school student and **83.5 days** per semester for High School students).

Student's Name: _____ **D.O. B.:** _____

School: _____ **Grade:** _____ **ID#:** _____

Phone: (Home) _____ (Work) _____ (Cell) _____ (Other) _____

Parent/Guardian: _____ **Date of Request:** _____

Address: _____

ATTENDANCE HISTORY

NUMBER OF ABSENCES: _____ **Excused** _____ **Unexcused** _____

Please attach a copy of your child's Report Card.

| REASON(S) FOR ABSENCES (Please circle specific reason(s)) | DOCUMENTATION REQUIRED (Please attach paperwork) |
|--|--|
| Illness (Student or Immediate Family) | Doctor's excuse Hospital/ Medical Forms Detailed written statements from parent or Guardian (required) |
| Discipline | Discipline Center Form Discipline Center Attendance Report |
| Other *Death of a close family member *Family Crisis | Written Statements explaining situations |

For Office Use Only

Date received in CWA: _____

I. Approved: _____ Date: _____

II. Denied: _____ Date: _____

Reason:

Supervisor's Signature: _____ Date: _____

School Notified of Decision

Please attach all supporting documentation and submit the completed form to your school's attendance clerk as soon as possible. The school will then forward your request to the Child Welfare and Attendance Office. For Further information, please call 225.774.5795.