



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
OFFICE OF THE PRINCIPAL
QUANTICO MIDDLE HIGH SCHOOL
QUANTICO, VA. 22134**

Request for Approval of Planned Absence

Student: _____

Grade: _____

Dates of Planned Absence: _____ to _____

Reason for Absence:

- Personal illness to include medical, dental, or mental health appointment
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances (please provide additional information below)

 Parent deployment or reintegration

 Other (please provide additional information below)

School administrators must consider the following factors prior to identifying an absence as excused:

- The student is in good academic standing.
- The student has a record of consistent school attendance during the current school year.
- Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- Administration shall confirm with the parent or sponsors' Command, if dates of any extended absence are mandatory or discretionary.

Parent agreement: If approved, I understand that it is the responsibility of my student to plan with their teachers for work missed.

Parent Signature/Date: _____

----- Office use only -----

Absence is Excused Unexcused

Principal/Assistant Principal Signature/Date _____

(Updated: Dec. 20, 2024)