Louisiana State University Laboratory School
K-12 Exempted Absence Request

Student’s Name: ____________________________________            Date of request submission: ___________

Current Grade Level: _________           Dates of requested absence: From ___________through _____________

This Exempted Absence form must be submitted at least one week before the absence or within one week after the absence for the request to be considered. Otherwise, the absence will be recorded as “unexcused.”

An approved “Exempted” absence is a type of excused absence that must meet the “itemized exceptions to attendance requirement” listed below as described by the Louisiana State Department of Education.

Please check the itemized exception that applies to your child’s absence:

_____  1. Extended personal physical or emotional illness, hospital stay, as verified by a physician or nurse practitioner.

_____  2. Observance of special and recognized holidays of the student’s own faith

_____  3. Visitation with a parent who is a member of the United States Armed Forces or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. **Exempted absences in this situation shall not exceed five school days per school year**

_____  4. Absence from school for one day within a 30-day period to render artistic or creative services. **Official documentation from the hiring company is required.**

_____  5. Absences verified and approved by the school principal or designee as stated below:

   _____ a. Prior school-approved/sponsored travel for educational purposes.

   _____ b. Death in the immediate family (not to exceed one week).

_____  6. Other/Special Consideration - List the reason you are requesting special consideration for an exempted absence:
___________________________________________________________________________________________________

A student who is verified as meeting exempted circumstances previously listed, or is granted special consideration, is eligible to receive grades. **However, he/she shall not receive grades if he/she is unable to complete all work within the timelines specified by the student’s teacher(s) and approved by the respective school Principal.**

The student must turn in all assignments and complete all assessments the day s/he returns from the absence. The teacher and Administration will determine extended time due to the nature of the exempted circumstances.

The Lab School defines “extended” absence as 10 or fewer days of consecutive absences. If one of the exempted circumstances requires a Lab School student to miss more than 10 consecutive days, the student must return to his/her free and appropriate public education (FAPE) school and apply for Home Bound service.

**Print name of requesting parent/guardian ____________________________________________________**

**Signature: ___________________________________________           Date submitted_____________________**

**For School Office Use Only:**

Date received: ________________Approved: ______ Denied: ______

**Print Name of the School-level Principal or administrative designee reviewing the request:**

Print Name: ___________________________ Signature: ___________________________ Date: ___________________