University Laboratory School

Conditional Absence Form

ULS students are allowed 2 conditional absences per school year. These should be used for days that wouldn’t traditionally be excused. Examples include, but are not limited to, college visits, non-school related sports competitions, or family vacations.

Middle and High School students must have each of their teachers sign off on this form prior to turning it in so they are aware of the absence in advance. All work should be completed within the timeline given, the same as an excused absence. Teacher signatures are not required for elementary students.

Forms should be turned into the Dean of Students Office for final approval. That office will update attendance in PowerSchool. Should your request not be approved, the office will let you know via email.

Student’s Name: ____________________________________ Request Date: ________________
Grade: _______ Dates of absences: ___________ Number of days requested: ______

Reason for absence:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Secondary Students Only – teacher signatures. Make sure to get all your assignments.

1st Hour _______________
2nd Hour _______________
3rd Hour _______________
4th Hour _______________
5th Hour _______________
6th Hour _______________
7th Hour _______________

Requesting Parent/Guardian Signature: ________________________________

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Office Use Only

Dean of Students Approval Signature: ________________________________

Number of conditional days used _____ Number of NEE days used _____
Date entered in PowerSchool ________ by __________

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