

**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: _____

Office Use Only

Dean of Students Approval Signature: _____

Number of conditional days used _____ Number of NEE days used _____

Date entered in PowerSchool _____ by _____