

**The Nokesville School  
Administrative Absence Request Form**

Occasionally, unique circumstances prompt parents to request an extended, non-medically related absence. At The Nokesville School, we feel consistent attendance is paramount to student success. We will consider approving preplanned absences based on PWCS Regulation 724-1 and the provisions of Virginia law governing the compulsory education of students.

- There are extenuating circumstances for the request:

**Vacations, family trips and out of town are not considered extenuating circumstances.**

- Any missed class work, homework, etc. will be provided **UPON RETURN** to school.
- A student will be given one day for each day missed to complete the assignments.
- Students will be expected to maintain all current class work in addition to making up missed work.
- Administrative approval for an excused absence is not guaranteed. If the absence is not preapproved, it will be considered unexcused.
- Prior attendance record must not indicate attendance concerns: (10 or more days missed or 10 or more tardies).
- Student must be in good academic standing: (K-2<sup>nd</sup>: S &/or S+s; 3<sup>rd</sup>-8<sup>th</sup>: A &/or Bs)
- The absence does not occur during standardized testing dates (3<sup>rd</sup>-8<sup>th</sup>: 9/9/21-10/8/21; 5/4/22-6/8/22; 8<sup>th</sup>: 3/8/22-3/22/22)
- The request must be made to the administration at least one week in advance if possible.

**Please provide the requested information below:**

Number of days requested: \_\_\_\_\_  
(# of Days)

Extenuating reason for absence: \* \_\_\_\_\_  
**(\*Vacations, family trips & out of town are not considered extenuating circumstances)**

I \_\_\_\_\_ request \_\_\_\_\_ to be excused from school:  
\_\_\_\_\_ to \_\_\_\_\_  
First missed day (Day of week, month, day, year) Last missed day (Day of week, month, day, year)

**I have read and understand the bulleted points from above.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Nokesville School's goal is to foster student success!**

(OFFICE USE ONLY)

Most recent grades  
(Report card or Interim)

Subject	Reading	Math	Language Arts	Science	Social Studies	Writing
Grades						

Meets Requirements:

YES NO

- Prior attendance record must not indicate attendance concerns: (10 or more days missed or 10 or more tardies).
- Student must be in good academic standing: (K-2<sup>nd</sup>: S &/or S+s; 3<sup>rd</sup>-8<sup>th</sup>: A &/or Bs)
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- There are extenuating circumstances for the request (vacations and family trips are not considered extenuating circumstances).
- The request must be made to the administration at least one week in advance if possible.

Approved Denied Administrator's Signature \_\_\_\_\_

For Office Use Only	Grade	Kdg.	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
	Absences									
	Tardies									