

Date Received \_\_\_\_\_

**Public Academy for Performing Arts**  
**Student Activities Absence Approval Request Form**

(must be turned in at least one week in advance)

Student name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date submitted for approval: \_\_\_\_\_

Parent name & phone: \_\_\_\_\_

Parent e-mail address: \_\_\_\_\_

*\* Required confirmation documentation detailed below must be provided before approval.*

*\* Assume approval unless otherwise notified.*

*\* Students do not have to fill out this form for pre-approval for medical absences, religious reasons, family emergency, etc. Those types of absences (and how to report them) are detailed in the student handbook.*

Per the PAPA attendance policy, a student is NOT considered absent but is listed present (with pre-approval) *if the student is*

- attending a school-sponsored activity
- attending a performing arts-type competition
- participating in a pre-professional or professional performing arts endeavor
- participating in a program that enhances his/her performing arts studies
- is on a college visit/audition (11<sup>th</sup> and 12 grade only) – limit 3 visits per year (with pre-approval by the Administration)
- attending games if student participates at their home school (club ball is not an unexcused absence)

Students are required to keep up with their academic studies and not have any issues regarding behavior or discipline. Students with poor grades and/or excessive absences will have their excused absence request denied.

Date(s)/Time(s) of absence(s): \_\_\_\_\_

Reason for absence: \_\_\_\_\_

**Required Confirmation Documentation** containing contact information for your coach, director, dance studio, agent, or manager. Workshop registration confirmation letter. Activity Schedule i.e. Manzano game schedule or dance competitions. Formal College visit schedule or email confirmation. Any other pertinent information specific to the event. Additional information may be requested if out-of-town travel is required. A "grade check" may also be reviewed if the students' absences are impacting their success in school. Missing or incomplete documentation could affect your absence approval.

**Students will be notified if the request is denied.**

*Office use only*

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Number of absences due to student activities to date: \_\_\_\_\_

Number of absences total to date: \_\_\_\_\_

Updated April 2017