

## Recurring Absence Request Form



**YINGHUA  
ACADEMY**

The Recurring Absence Request Form is for students that need to arrive late or leave early on a regular basis. To get pre-approval from the school for a recurring absence that is not automatically excused (i.e. – sports, music, non-school related events, etc), parents must fill out this form. Students that have a recurring absence that is excused (i.e. – medical appointments, etc) shall also complete this form. The form is available on the school website as a PDF. (Go to the “Current Families” tab and click “Forms”.)

Once the form is completed and submitted to the main office, parents do not need to keep reporting the recurring absence. If a student is arriving late or leaving early, an early dismissal pass or tardy pass will be given to the student on the appropriate days. Each student will be automatically cleared from Silent Dismissal for that day. Please contact the main office if your child will not have the recurring absence.

### Parent Information

Parent Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Student Information

| Student's First and Last Name | Age | Grade and Section |
|-------------------------------|-----|-------------------|
| 1.                            |     |                   |
| 2.                            |     |                   |
| 3.                            |     |                   |
| 4.                            |     |                   |
| 5.                            |     |                   |

Over →



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### Absence Details

Recurring Tardy\_\_\_\_\_ Recurring Early Dismissal\_\_\_\_\_ Recurring Full Day Absence\_\_\_\_\_

Circle the day(s) that your student(s) need to leave early or arrive late:

Monday

Tuesday

Wednesday

Thursday

Friday

Please give details (i.e. – Reason, Early Dismissal Time, Tardy time, etc.):

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\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

### Administrative Approval

Executive Dir. Signature:\_\_\_\_\_ Date:\_\_\_\_\_

C.C. Executive Director, Dean of Students, Academic Director, Food Service Coordinator, and Extended  
Care and Enrichment Coordinator

