

Request for Official Excuse of Absence

Student Name: _____ Accredited Class: _____

High School: _____ Grade: _____ School District: _____

The official excuse is requested for the student to participate in:

Sports (Specify): _____

Academic Competition (Specify): _____

Extra-Curriculum Activity (Specify): _____

Other (Specify): _____

On the following Saturday(s): (A maximum of two official excuses is allowed per semester)

Saturday, _____, _____, _____
Month Day Year

Saturday, _____, _____, _____
Month Day Year

I the undersigned, _____ being the parent or legal guardian of _____, who is currently enrolled in both the high school named herewith and the Accredited Curriculum of Haiao Chinese Academy, hereby request that the student be excused from attending HCA's instructional sessions on Saturday(s) listed above. I agree that I will supervise the student in notifying Haiao Chinese Academy one week in advance of the intended absence and his/her effort in making up homework assignments and tests one week after the day of absence.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

High School Endorsement: _____
Signature of Coach, Teacher, Counselor, or Principal Date

Haiao Chinese Academy Office Use Only

Request Received Date: _____ Notes: _____

Final Request Status: Approved Rejected

Signature of HCA Accredited Curriculum Director Date