Student Name: ___________________________________________________________ 
Grade: ___________ Student Number: _______________________________________

Provo School District Attendance Policy requires students attend school 90% of every term. Attendance and grade changes can only be made for two weeks after the end of a term and require principal approval. Grade or attendance changes from previous years must be submitted to the Assistant Superintendent. For a full copy of the district policy and PHS attendance procedures, see the PHS Student Handbook.

Purpose of Appeal (Check Appropriate):

____ If this appeal is to excuse absences which were not excused within five days of your student’s return to class, list dates below. Please note that more than three (3) absences per term must also meet requirements for #2 below.

____ If this appeal is to excuse more than three (3) absences per term per class, please attach:
   A. Doctor’s Note (Doctor’s office may fax notes to PHS, Attn: Attendance, 374-4800). Prescriptions are not doctor’s notes.
   B. Funeral Verification
   C. Other Emergency (attach documentation)
   D. Explanation (if needed)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Date(s) Requested: ________________________________________________________________

I verify my student was unable to attend on these dates and request that they be excused.

_________________________ ____________________
Parent Signature Date

Administrative Response: __________________________________________________________
_________________________________________________________________________________

_________________________ ____________________
Administrative Signature Date

**Forged signatures are handled as a violation of the Provo School District Safe and Orderly Schools Policy.**