

**BEACON ACADEMY PRIOR APPROVAL FORM FOR ABSENCE**

According to Minnesota State law, children must attend school regularly. The only excused absences from school are for:

- \*Illness
- \*Medical appointments
- \*Religious holiday
- \*Death of a family member
- \*Vacations fewer than 5 days total. (Prior Approval form must be filled out and

turned in absence in order for absence to be excused.) See below. The absence should be reported to the school between 4:00 p.m. and 9:00 a.m. by calling 763-546-9999. Clearly state the child’s first and last names, grade, teacher and reason for the absence. Repeated tardiness or absences can be considered truancy and may result in notification to Hennepin County.

Please **ALWAYS** check in at the office if you are arriving at school after 9:10 a.m. It is very important that if your child arrives late to school, YOU must bring your child to the office to sign in and receive a pass. Any student who goes to class without a pass will be considered absent for the day.

Definitions:

- Tardy: school start time through 3 hours late
- Half-day absence: 3 – 4.5 hours late or early departure
- Daily absence: greater than 4.5 hours late or early departure

**Taking a student on vacation?**

**Avoid unexcused absence by completing this Prior Approval form.**  
**This form must be completed and turned into the office at least 5 days prior to the requested days off.**

**Prior Approval Request for Excused Absence for Family Vacation/Activity**

\_\_\_\_\_ will be absent from  
(m/d/y) \_\_\_\_\_ to \_\_\_\_\_, a total of \_\_\_\_\_ school days.

My child will be involved in a family activity. I understand that up to 5 days per year of family activities/vacations may be counted as excused absences and that any days in excess of that are counted as unexcused absences. I also understand that when a student accrues 10 or more unexcused absences in a year, the district is required to file neglect/truancy reports with the county of residence.

Printed Parent/Guardian Name: \_\_\_\_\_

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

Principal Signature: \_\_\_\_\_

FOR ATTENDANCE OFFICE USE ONLY

Excused Absences Dates: \_\_\_\_\_ Unexcused Absences Dates: \_\_\_\_\_