



**ELEMENTARY REQUEST FOR WAIVER  
OF FULL-DAY ATTENDANCE REQUIREMENT  
(FAMILY REASONS)**

**To be completed by Parent/Legal Guardian:**

STUDENT \_\_\_\_\_ SCHOOL \_\_\_\_\_  
ADDRESS \_\_\_\_\_ GRADE \_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUEST (explain fully and attach supporting documentation):

I certify that the reasons for this request as stated above are true and correct and request that the student be dismissed at (enter time) \_\_\_\_\_ on (circle days) Monday, Tuesday, Wednesday, Thursday, Friday during the period (enter dates) \_\_\_\_\_ to \_\_\_\_\_. I further agree to notify the school promptly if the reasons for this request or the time, days, or period for which the request is made change.

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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**To be completed by Principal:**

**RECOMMENDATION OF PRINCIPAL**

I certify that I have investigated the reasons for this request and I make the following recommendation:

APPROVE \_\_\_\_\_ DISAPPROVE \_\_\_\_\_

COMMENT (if any) \_\_\_\_\_  
\_\_\_\_\_

STATE IN DETAIL WHAT INSTRUCTIONAL ACTIVITY(IES)/SUBJECT(S) WILL BE MISSED DURING THE AFOREMENTIONED ABSENCE:

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PRINCIPAL: \_\_\_\_\_ DATE: \_\_\_\_\_