

STEP THREE: Return Completed Form to the NHI Office for Attendance Entry

To be filled out by office:

Current year absences:

Unexcused _____ Excused _____ Vacation _____ Medical _____

Last year's absences:

Unexcused _____ Excused _____ Vacation _____ Medical _____

_____ District or state testing will occur during requested absence.

Test title _____

_____ Absence approved.

_____ Absence approved with reservations. See comments below.

_____ Absences not approved. Absences may be documented as unexcused. See comments below.

Comments:

_____ Administrative Signature

_____ Date

A completed form will be returned to the family.