

# Minnetonka High School

## Request for Conditionally Approved Absence

*Return completed form to Attendance (in Main Office) or send to [mhsattendance@minnetonkaschools.org](mailto:mhsattendance@minnetonkaschools.org)*

This form is for participation in a significant contest, performance, or competition requiring intensive and long-term commitment by the student. This form is not for family vacations.

Name of Student & Grade: _____
Parent Signature: _____ Phone: _____
Parent Email: _____

Please describe the activity your student will be participating in during this absence:

Please indicate the anticipated dates your student will be absent from school:

*Please note:* the attendance office will submit this request to the appropriate principal. Once the principal has reviewed your request, we will contact the parent via email to inform you of the next steps.

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*\*School use only\**

Determination:

- School Authorized Absence (exempted; does **not** count toward 10 allowed absences per class per semester)
- Excused (absences count toward 10 allowed absences per class per semester)
- Unexcused

Comments:

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_