

## Pre-Approval Absence Request

This form must be completed, signed, dated, and returned to the office 3 days prior to absence for Administrative approval. A parent may be requested to meet with administration for approval.

Student Name (Printed): \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) to be missed: \_\_\_\_\_

Reason for requesting absence(s): \_\_\_\_\_

I understand that these absences may jeopardize my child's academic progress

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Phone Number

### Student Responsibility

I assume the responsibility of acquiring and making up all missed work during my absence. This pre-approval will eliminate the requirement for attendance make-up related to this absence, but understand that teachers may not be able to recreate the learning activities missed, and this may have a negative impact on my grade.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

	Class	Assignment Due	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			

### Attendance Policy

The administrator may excuse a student for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school.

- Illness
- College Visit (3 days)
- Family travel or function
- Religious activity
- Court
- Death in immediate family
- Other as approved

### Administrator

\_\_\_\_ I approve      \_\_\_\_ I do not approve this as an excused absence. It will be marked as unexcused.

*A copy of the completed request with administrator signature is provided to the parent/guardian.*

Administrator Comments: \_\_\_\_\_

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date