



## Pre-Approval Absence Request

This form must be completed, signed, dated, and returned to the office 3 class days prior to absence for administrative approval. A parent may be requested to meet with administration for approval. Students should present this form to teachers no sooner than 2 weeks before absences.

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**

	<b>Class</b>	<b>Assignment Due</b>	<b>Teacher Initials</b>
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
- Religious activity
- Death in immediate family
- College Visit (3 days)
- Court
- Family travel or function
- 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**

7/19SKH