

## STUDENT PRE-APPROVED ABSENCE FORM

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### Section 1: Completed by parent/guardian:

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I/We request that our child be excused from school for the following dates:

Beginning Date of Absence: \_\_\_\_\_

Will Return to School On: \_\_\_\_\_

Reason: \_\_\_\_\_

- As parent/guardian, I understand that my child will be missing school attendance day(s) required by law.
- Students who go on vacation with **one or both parent/guardian(s)** during the school year will be excused unless absence days are in excess of attendance policy.
- Students are required to contact the office and complete the necessary paper work ONE WEEK PRIOR to leaving.
- ALL ASSIGNMENTS ARE DUE ON THE DAY THE STUDENT RETURNS TO SCHOOL (unless other arrangements are made with the teacher).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return form to the school office.***

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### Section 2: Completed by secretary or principal

Student will miss \_\_\_\_\_ school days

Attendance Officer: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

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### Section 3: Verified by student's teachers

<u>Period</u>	<u>Teacher Signature</u>
1	
2	
3	
4	
5	
6	
7	
8	
9	

***When signatures are secured from all teachers, please return to the office***