

STUDENT PRE-APPROVED ABSENCE FORM

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.
- Parent/guardian must send a note verifying length and reason for absence upon return to school. Failure to do so will result in the absence being UNEXCUSED.

Parent/Guardian Signature: _____ Date: _____

Please return form to the school office

Section 2: Completed by secretary or principal

Student will miss _____ school days

Attendance Officer: _____

Section 3: Verified by student's teachers

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

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