



421 Yoctangee Parkway  
Chillicothe, OH 45601  
740-702-2287

**PRE-APPROVED ABSENCE REQUEST FORM**

**Please complete this form and return it at least five (5) days in advance of requested absence.**

Students are allowed a maximum of six (6) days of excused absences per semester or twelve (12) days of excused absences per school year for absences related to educational trips, but only at the discretion of the administration. These absences do not require a doctor's note to excuse the absences, but any absences past the above mentioned days will require a doctor's note for the absence to be excused. These "pre-approved absences" will count as an excused absence and will not require further notice than the pre-approved absence form. (A student absent more than 18 days in a school year will not meet the minimum attendance requirement of 90%.) Students are required to have a "Pre-Approved Absence Request Form" signed by the parents and teachers and submitted for approval by the administration at least five (5) days prior to the absence. Such absences will not be approved during midterm or final exam days. It is the teacher's discretion whether work due during the absence needs to be handed in prior to the absence or upon the student's return. Failure to abide by these procedures will result in an unexcused absence.

Name of Student: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Grade: \_\_\_\_\_ Date(s) of Planned Absence: \_\_\_\_\_

**Please list your classes, and obtain each of your teachers' signatures below.**

1st Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
2nd Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
3rd Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
4th Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
5th Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
6th Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
Intervention: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
7th Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_  
8th Period: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_

**Nature of Absence:** Please explain in detail the reason for your absence. Be sure to specifically describe the educational experiences involved. (Use the back of the paper if necessary to fully describe.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**FOR OFFICE USE ONLY**

- Approved
- Denied

Principal's Signature: \_\_\_\_\_  
Attendance Office Signature: \_\_\_\_\_