



PRE-APPROVED ABSENCE 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 excused absences per semester or twelve (12) days of excused absences per school year for absences related to family and/or 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 for the absence to be excused. These “pre-approved absences” will count as an excused absence and will not require further notice than this pre-approved absence form. (A student absent more than 18 days in a school year will not meet the state minimum attendance of 90%.) Students are required to have a “Pre-Approved Absence Request Form” signed by the parents and submitted for approval by the administration at least five (5) days prior to the absence. **Such absences will not be approved during mid-term 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: _____ **Dates of Planned Absence:** _____

Teacher(s): Please have teachers sign this document starting with homeroom and ending with seventh period

Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____
Name of Teacher: _____	Subject Taught: _____

Nature of Absence: Please Be Specific (Use the back of the paper if necessary to fully describe)

Parent’s Signature

For Office Use Only:

Approved Principal’s Signature: _____

Denied Attendance Office Signature: _____