

Pre-Approved Absence Request

Student ID: _____

Student Name: _____ Grade: _____ has requested permission to be absent

On: _____ From: _____
(Date or dates) (Time – select periods or all day)

Purpose: _____ College (Juniors and Seniors Only) (Documentation required) _____ Other (Documentation required)
Reason: _____

Pre-excused absences require a five-day advance request.
All information below must be completed prior to submission to administrator.
Completion of this form does not guarantee an excused absence

The student will NOT receive an “excused” absence if any of the following apply:

- He/she has less than a 70% in any class,
- He/she has missed more than 10 school days (excused or unexcused) this school year.
- He/she has been suspended for any reason this school year.

******It is the students’ responsibility to make up any work they may miss.******

Course	Current Grade	Teacher’s Signature	Comments
1 st period			
2 nd period			
3 rd period			
4 th period			
5 th period			
6 th period			
7 th period			

I am the parent/guardian of this student and having been informed of his/her current academic standing, I feel this absence is warranted.

Parent Signature: _____ Date: _____

For Office use only:

Registrar/School Counselor Signature: _____

Student is on pace with graduation requirements _____ (initials)

Administrator Signature: _____ EXCUSED UNEXCUSED