

## Pre-approved Absence Notification

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ has requested permission to be absent

**On:** \_\_\_\_\_ **From:** \_\_\_\_\_  
(Date or dates) (Time – select periods or all day)

**Purpose:** \_\_\_ College \_\_\_ Other  
 (Documentation attached)

- **Pre-excused absences require a five-day advance request.**
- **The student must attach a letter explaining the reason for the request (refer to student code of conduct for acceptable excused absences) signed by parent/guardian with contact number.**
- The **student** will take this form to all of their teachers to notify them of the date (s) they will be absent.
- The **teacher** will sign the form and provide any relevant information in the comment box which could help the parent and the school administrator determine if this absence should be “excused” or “unexcused.”
- The **parent** will then review the information provided by each teacher and if they still concur that this absence is necessary the parent will sign the form and have the student return it for administrative approval.
- The **administrator** will then determine if the absence is “excused” or “unexcused” **after all signatures have been gathered.**
- The **front office** clerical staff will then input the 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.

**Lastly, it is the students’ responsibility to make up any work they may miss in the reasonable time-frame provided.**

Course	Current Grade	Teacher’s Signature	Comments
1 <sup>st</sup> period			
2 <sup>nd</sup> period			
3 <sup>rd</sup> period			
4 <sup>th</sup> period			
5 <sup>th</sup> period			
6 <sup>th</sup> period			
7 <sup>th</sup> 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:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ EXCUSED UNEXCUSED UNEXCUSED