

# 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 (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 <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: \_\_\_\_\_

For Office use only:

Registrar/School Counselor Signature: \_\_\_\_\_

Student is on pace with graduation requirements \_\_\_\_\_ (initials)

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