

PVHS Pre-Approved Absence Request

Student ID: _____

Student Name: _____ Grade: _____

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

Purpose: ___ College Visit ___ Other: Reason _____

- Completion of this form does not guarantee an excused absence.
- Documentation must be submitted with this form.
- Submit this form and all supporting documentation to the Front Desk.

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:

___ Documentation submitted.

___ Received five-days before absence. Date: _____

Attendance Clerk Signature: _____ **EXCUSED UNEXCUSED**