

**PRE-APPROVED ABSENCE FORM (09/10)**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian's  
Signature: \_\_\_\_\_

Parent and Students! Please refer to the **Student/Parent Handbook** section on "Pre-Approved Absences." The following requirements must be met for these absences to be approved:

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1. The **student** is responsible for contacting the teachers at least **two** full days in advance in order to request the assignments that will be missed.
  2. Those assignments, must, then, be turned in on the day the student returns to class. (Failure to turn in assignments on the return to class will result in the absences being declared unexcused.)
  3. If this is a "College Day", you will need to bring back a letter from the school/university stating that you visited there.
  4. When the student returns to school he/she will need to pick up a green slip in the foyer. He/she should inform the school personnel issuing green slips that the absence(s) was "Pre-Approved."
  5. Students should also note that 9<sup>th</sup> and 10<sup>th</sup> absences **MAY** not be pre-approved.

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\_\_\_\_\_ APPROVED

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Administrator's Signature

\_\_\_\_\_ NOT-APPROVED

\_\_\_\_\_  
Administrator's Signature