

PRE-APPROVED ABSENCE FORM (Aug. 2011)

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:

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. This means that this completed form **MUST** be received in the main office **NO LATER** than 8 A.M. **TWO FULL DAYS BEFORE** the day the request for absence is made.
 2. 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. Students returning from a "Pre-Approved Absence" do **NOT** need to pick up a green slip in the foyer since it was pre-approved.
 5. Students and parents should note that 9th and 10th absences **MAY** not be pre-approved. They should also be aware that pre-approvals done far in advance may be "unapproved" should excessive absences occur in the interim.
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_____ APPROVED

Administrator's Signature

_____ NOT-APPROVED

Administrator's Signature