

# Request for Pre-Approved Absence

Submit your request **FIVE DAYS PRIOR TO THE REQUESTED DATE OF ABSENCE**. The sections on this form should be completed in order. Do not move onto the next section until the previous sections are complete.

Students and parents should complete Section 1, then bring this form to the office so that an administrator can complete Section 2. Students will then need to retrieve the form and have all of their teachers initial in Section 3.

## **Section 1: Reason for Absence**

Students, complete this section **FIRST**. Once you have completed **everything** in this section, bring the form to the office so that an administrator may complete SECTION TWO.

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

The purpose of the absence (or attach note): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**It is the responsibility of the student to obtain work from teachers and to make up all missed assignments.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

## **Section 2: Administrative Approval**

An administrator will review and approve or deny the request. Retrieve the form from the office and, if the request has been approved, you should move on to SECTION THREE.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

## **Section 3: Teacher's Initials**

Have all of your teachers initial below and then RETURN this form to the office.

7th Period:	1st Period:	Advisory:	2nd Period:
3rd Period:	4th Period:	5th Period:	6th Period: