



Pre-Approved Absence Request Form

To Parents: Prior to your child's absence, you should read, complete, and sign this form. The signed form should then be handed in at the school office at least **two weeks** prior to the planned date of absence. The principal will then approve/deny the request. The amount of school days missed due to a pre-approved absence cannot exceed **5 days** in a school year. Should your plans change regarding this absence, please contact the office and inform them of the change.

Student's Name: _____ Grade: _____

Date of Absence(s) _____ to _____ Total Days Absent: _____

Reason for Absence: _____

It is understood that the student is responsible for the work (including quizzes, tests, projects) given during the absence. After returning to school, all assignments/tests must be completed and returned to the teacher(s).

At the discretion of the principal/CEO, students may be lawfully excused for educational trips. Student grades and attendance record will be considered when approving the request. Any days that are not excused will be considered unlawful in accordance with state law.

I have read the above conditions and agree to the terms stated above and will inform the school promptly, should our plans change.

Parent/Guardian Signature

Date

This section to be completed by child's teacher:

Will assignments be given to child to complete on trip? _____

If yes, list anticipated assignments and date they must be submitted after the trip _____

Teacher's Signature _____ Date _____

_____ Absence is approved and will be considered excused

_____ Absence is NOT approved and will be considered unexcused

Reason for Denial (if applicable): _____

Principal/CEO Signature

Date