

## STUDENT PRE-APPROVED ABSENCE FORM

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### Section 1: Completed by parent/guardian:

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

I/We request that our child be excused from school for the following dates:

Beginning Date of Absence: \_\_\_\_\_

Will Return to School On: \_\_\_\_\_

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

School Contacted by:

PHONE      EMAIL      FORM      OTHER

- As the parent/guardian, I understand that my child will be missing school attendance day(s) required by law.
- Students who go on vacation with **one or both parent/guardian(s)** during the school year will be excused unless absence days are in excess of the attendance policy.
- Students are required to contact the office and complete the necessary paperwork ONE WEEK PRIOR to leaving.
- ALL ASSIGNMENTS ARE DUE ON THE DAY THE STUDENT RETURNS TO SCHOOL (unless other arrangements are made with the teacher).

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please return form to the school office.***

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### Section 2: Completed by secretary or principal

Student will miss \_\_\_\_\_ school days

Attendance Officer: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

- Absence Excused
  - Absence Unexcused
  - Other \_\_\_\_\_
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### Section 3: Communication with teachers

It is the responsibility of the student to communicate with all teachers regarding the absence and any classroom requirements or expectations during the absence. This should occur PRIOR to the absence.