

## REQUEST FOR PRE-ABSENCE

Anticipated absences must receive prior approval to be considered excused. This form should be completed and returned to the school office for administrative approval to the absence.

Anticipated absences include: doctor appointments, family trips, funerals, weddings, work at home, and religious observances.

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### TO BE COMPLETED BY PARENT:

Date \_\_\_\_\_

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Date(s) of absence \_\_\_\_\_ Reason for absence \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\*\*\*\*\*

### TO BE COMPLETED BY BUILDING PRINCIPAL:

CIRCLE ONE: PRE-AB APPROVED

PRE-AB NOT APPROVED

Comments: \_\_\_\_\_

cc Parent/Classroom Teacher

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

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