



Vance Eden, Principal

West Bourbon Elementary

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Pre-Approval Absence Form

If a student needs to be absent for reasons other than school activities or illness, parents must request permission from the building principal prior to the absence for the absence to be excused. Arrangements for make-up work are to be made with teachers before the scheduled absence.

Name _____ Grade _____

Date and time of absence: _____

Reason for the request: _____

Student: I understand that it is my responsibility to make arrangements for make-up work with my teachers before the scheduled absence.

Student signature: _____

Parent Permission: _____

Principal Permission: _____

Absences that have not been approved will be counted as unexcused. Once approved, a copy of this form needs to be shared with each teacher that will be affected by the absence.