

Pre-Excused Absence Form

Student's Name: _____ Grade: _____ Homeroom Teacher: _____

Date(s) Requested _____

Specific Reason for Absence: _____

Parent/Guardian Signature

Telephone Number

Date

*******TO BE COMPLETED BY TEACHER*******

PERIOD	CLASS TEACHER SIGNATURE	ASSIGNMENT
A.		
B.		
C.		
D.		
E.		
F.		

The Pre-Excused Absence Form should be completed with all signatures and turned in to Christine Clark at least one week prior to the expected absence.

Assignment: If the pre-approved absence request exceeds 3 days, the student will be required to turn in a one page report to Ms. O'Banner, Assistant Principal of Administration. Reports may cover any aspect of the absence (travel, new experiences, lessons learned). This report is due upon the student's return to school.

FOR OFFICE USE ONLY

_____ Request Approved

_____ Request Denied

Administrator's Signature

Date

Requests are invalid without administrator's signature.