

# Pre-Excused Absence



Updated 9/6/19

Student Name	Parent's written request on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No Initials _____
Reason for Absence	Date(s) of Absence	

When a student needs to miss more than one day of school for reasons other than illness, he/she is expected to secure permission from the **school principal** in advance. Generally a student whose grades and attendance records are acceptable will gain approval if the following circumstances exist:

1. A genuine need to be absent is demonstrated.
2. Parents/guardians have knowledge and have given permission in writing.
3. Assignments listed below for each class during the period of absence will be completed in advance or **within two days of returning to school**, or commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.
4. Does not exceed the maximum number of days allowed as determined per state statute.

Students should pick-up this form no less than 24-hours prior to the absence and **return it to the office** completed before the absence will be considered excused.

Hour	Subject	Assignments	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			

*Please use reverse side if more room is required for assignments.*

Hour	Subject	Assignments (continued)
1		
2		
3		
4		
5		
6		
7		
8		