

Request for Approval of a Pre-Planned Absence



Please follow the steps below in the order indicated.

1. Submit request to Executive Director for approval and signature a minimum of one week prior to the absence(s)
2. Submit to the guidance counselor for approval and signature
3. Submit to each teacher for approval, signature and comment
4. Return to Executive Director a minimum of three days prior to the absence(s)

The parent/student handbook (pg 21) contains a description of excused and unexcused absences. If the student fails to secure the signature of any teacher before the absence the teacher has the prerogative not to allow make-up work and may issue failing grades for any work missed due to the absence. It is the responsibility of the student to obtain all assignments prior to the absence and to make arrangements with their teachers for make-up work upon returning.

Student: _____ Grade _____ Date Submitted: _____

Submitted by: _____ Parent Signature _____

Reason for requesting excused absence: Please use the back of this form if the space provided is insufficient.

Date(s) student will be absent: _____

Approval of Executive Director: _____

Approval of Academic Counselor: _____

Comment: _____

Teacher approvals

Period	Teacher Signature	Comments
1		
2		
3		
4		
5		
6		
7		