

# 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.

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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		