

Pre-Authorized Absence Form

*** Please submit this form at least 7-10 days before the requested absence.

I, _____, the parent/guardian of _____ am requesting a formal recognition of absence so that the student will not be recorded as truant. If teachers agree, the student may arrange to complete the work they will miss during this absence.

Proposed dates of absence: From _____ to _____

Parent(s)/Guardian(s): You MUST attach a letter stating the Reason for Absence.

Please understand that, although make-up work may be permitted, this absence will be counted as official days absent for the school year. Further understand that the student is subject, as are all students, to school rules regarding the maximum number of days absent and passing courses. A passing grade cannot be awarded if absences for the semester are excessive according to Board of Education policy.

If your request was approved, advance work that is given to your child is due the day your child returns from the approved absence. Should advance work not be given, a number of days equal to the number of days of the approved absence will be allowed for make-up work upon your son's/daughter's return. **It is the student's responsibility to schedule make-up tests and request make-up work from his/her teachers.**

****Please keep in mind that although a pre-authorized absence may be approved, these absences still count towards your child's cumulative attendance. Therefore, you may receive communication via phone call or letter regarding absences.***

Please sign below to indicate that you have read and understand the above.

To the Student:

1. Sign and date this form. Parent letter with Reason for Absence must be attached.
2. Have teachers complete the required information below.
3. Return this form to the Attendance Secretary in the Main Office.

Parent/Guardian Signature/Date

Student's Signature/ Date

FOR OFFICE USE ONLY

Number of days of absence: _____

Date(s) of absence: _____

Principal's Signature

(Date)

___ Approved ___ Not Approved

Code of Absence

TEACHER'S SIGNATURES

Homeroom: _____

LA: _____

Current Grade: _____

MA: _____

Current Grade: _____

SC: _____

Current Grade: _____

SS: _____

Current Grade: _____

WCL: _____

Current Grade: _____

ENCORE: _____

Current Grade: _____

Current Grade: _____

Current Grade: _____

Current Grade: _____

Current Grade: _____