



PRE-APPROVED ABSENCE

Instructions for Completing:

- 1-Parent Complete the top portion of student information.
- 2-Administrator Evaluate request and make a final determination regarding absence.
- 3-Teacher List work which the student will need to complete during the absence.

1 – Student Information (Please Print)

Date: _____ Grade: _____ Teacher: _____

Student's Name: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent's Name: _____ Parent's Signature: _____

Determination of Absence

Number of Absences: _____

Number of Tardies: _____

Approved/Dated: _____

Denied/Dated: _____

Administrator's Signature: _____

Teacher's Homework / Assignments:

<u>SUBJECT</u>	<u>ESTIMATED GRADE</u>	<u>HOMEWORK/ASSIGNMENT</u>