



PRE-APPROVED ABSENCE REQUEST FORM 2017-2018

All Pre-approved absences are recorded as excused absences. If the student leaves, town without getting a pre-approved absence form completed and on file, it is counted as an unexcused absence. Please complete this form and return it at least five days in advance of absence.

Name of student: _____

Date: _____

Grade Level: _____ Date(s) of requested absence: _____

Reason for Absence:

Parent's Signature:

General Absence Approval: Please submit this form to Mrs. Johnston

Administrator's Signature _____