



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. Juniors and seniors may take up to three of preapproved absences for college visits, which will not be counted as unexcused absences in terms of exemptions from exams. Please complete this form and return it at least five days in advance of absence.

Name of Student: _____ Today's Date: _____

Grade level: _____ Date(s) of Requested Absence: _____

Reason for Absence: _____

Parent's Signature: _____

College Visits: Please submit this form to Dr. Kerce to complete:

Number of pre-approved absences already used: _____

Dr. Kerce's Signature: _____

General Absence Approval: Please submit this form to Mr. Davis

Administrator's Signature _____

Please note the classes and teachers you will miss when you are absent.

Period	Class	Teacher
1.		
2.		
3.		
4.		
5.		
6.		
7.		