



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: _____ Today's Date: _____

Grade level: _____ Classroom Teacher _____

Date(s) of Requested Absence: _____

Reason for Absence: _____

Parent's Signature: _____

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

Administrator's Signature _____

Date: _____