



## Pre-Approved Absence Request

Student(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Absence  
Date(s): \_\_\_\_\_

Reason for Absence:

Family travel: \_\_\_\_\_

Funeral: \_\_\_\_\_

Surgery/Medical: \_\_\_\_\_

College visit: \_\_\_\_\_  
*(Seniors only; documented)*

Other: \_\_\_\_\_

My signature confirms understanding of the following: All quizzes, tests, and project assignments must be completed and submitted prior to student's planned absence unless otherwise arranged (in writing) with classroom and/or subject teachers. All classwork and homework will be due on the next school day following the absence.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian *Printed* Name

\_\_\_\_\_  
Date

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**Authorization:**

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date