



**PRE-APPROVED ABSENCE REQUEST FORM 2018-2019**

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. Once form is turned in, administration will evaluate form and determine if absence(s) will be approved. Once decision is made, form will be sent back to you.

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. Dr. Kerce will submit to Mr. Herring.

Number of pre-approved absences already used: \_\_\_\_\_

Dr. Kerce's Signature: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

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

Administrator's Signature \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

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

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

If absence is not approved, students are still able to miss school but absence will be marked AU. Make-up work will be due the day you return without penalty. Make-up work not turned in on the day of returning will be penalized 15 pts. on day 2, 25 pts. on day 3 and a 0 after 3<sup>rd</sup> day. **Unexcused absences may affect exam exemptions!**