



**PRE-APPROVED ABSENCE REQUEST FORM 2020-2021**

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. Herring

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.		