



## PRE-EXCUSED ABSENCE REQUEST

Realizing that the need for extended absences occurs during the school year, we ask that you fill out the following information when requesting to take a leave of absence. Upon completion, it will need to be signed by the principal. Please fill out this form at least one week prior to leaving to give the principal time to approve and the teacher time to gather assignments. Fill out a sheet each time a student will be gone for two days or longer. Work missed by the student will be made up upon return. Homework for absences should be requested by students from teachers before they leave. You may obtain up to 2 days of assignments prior to the absence. Tests will be given on a make-up basis.

Parent Name: \_\_\_\_\_

Student's Name	Grade	Teacher

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_