

Addison Middle/High School
Pre-approved absence request form

A student is allowed **one pre-approved absence** if this form is completed and submitted to the school office **at least one (1) week prior to the absence.**

INSTRUCTIONS: Student will complete the following:

- 1) Complete the student section
- 2) Fill in the subject and teacher's name
- 3) Have the school complete the attendance report
- 4) Have parents sign the form
- 5) Turn in the form five school days prior to the absence

STUDENT SECTION:

Student: _____ Grade: _____

I, _____ have my parent/guardian's permission to request that the school grant a blocked absence from school on the following date(s) _____ for the purpose of _____.

<u>Period</u>	<u>Subject</u>	<u>Teacher Signature</u>	<u>Approx. Grade</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

Students are responsible to make up all school work in an appropriate amount of time.
(Over)

TO BE FILLED OUT BY SCHOOL OFFICE

Days absent in current marking period _____.

Total absences including pre-approved absences _____.

Approval for the absences requires the signature of the principal based on grade point and previous absences.

Principal's Signature _____

PARENT/GUARDIAN SECTION

Students are responsible to make up all school work in an appropriate amount of time.

I have read and understand the above information.

Parent/Guardian Signature: _____