



## PRE-APPROVED ABSENCE FORM

Please complete this form and return it at least five (5) days in advance of requested absence.

### GRACE DAYS

Students are allowed a maximum of five (5) days excused absences per school year for absences related to family and/or educational trips, but only at the discretion of the administration. These “pre-approved absences” (grace days) will count as an excused absence. (A student absent more than 18 days in a school year will not meet the minimum attendance of 90%.)

Students are required to have a “Pre-Approved Absence Request Form” signed by the parents and submitted for approval by the administration at least five (5) days prior to the absence. Such absences will not be approved during mid-term or final exam days.

It is the teacher’s discretion whether work due during the absence needs to be handed in prior to the absence or upon the student’s return.

Failure to abide by these procedures will result in an unexcused absence.

**Name of Student:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Dates of Planned Absence:** \_\_\_\_\_

**Nature of Absence:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent’s Signature

### For Office Use Only:

Approved

Principal’s Signature: \_\_\_\_\_

Denied

Teacher’s Signature: \_\_\_\_\_