

**Prior Approval Form for Extended Absences**  
Use for three (3) or more consecutive school days

If approved, this simply allows the student to avoid attendance penalty. An attendance exception will not be made for a request over two (2) weeks late. If a student misses more than ten (10) days of school, it is possible and likely that the student will not receive credit for the term.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Student # \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Date of requested absence \_\_\_\_\_ through \_\_\_\_\_ Total school days missed \_\_\_\_\_

Explanation for absence request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian: Please review attendance and grade information (attached), teacher comments, and sign this form. **I realize that any absence from the school may adversely affect my child's academic performance, and result in missed participation points, labs, guest speakers, etc. If approved, this allows the student to avoid attendance penalty, but it does not excuse assignments, tests, etc.**

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

The student accepts responsibility for getting materials/notes, for completing assignments, and making arrangements for any testing prior to or upon return of absence as required by each teacher. The student realizes that any absence may adversely affect grades due to missed labs, participation points, etc.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Class	Teacher Initial	All missed work is due	Comments
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	
		<input type="checkbox"/> before departure <input type="checkbox"/> upon return <input type="checkbox"/> by end of term	

Principal Approval \_\_\_\_\_ Principal Denial \_\_\_\_\_  
Reason for denial, if applicable \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Principal Signature \_\_\_\_\_ Date \_\_\_\_\_