

PRE-APPROVED ABSENCES

The District allows pre-approved absences for the following:

1. Pre-approved Absences are excused for:
 - Scholarship interviews/college visitations with verification documentation,
 - Graduation or wedding of an immediate family member,
 - Specialized supplemental or extracurricular experience,
 - Visitation with an immediate family member who is on leave from or is being deployed to military service,
 - An absence for registering to vote or to participate as an active voter in a local, state, or federal election,
 - Compliance with an order for a pre-induction physical exam for service in the armed forces, and
 - Other circumstances that are mutually agreeable to the parent and principal.
2. Individual or groups of students may be absent from a segment or period of the instructional day for school-sponsored, non-instructional activities as define in Policy IED – Uninterrupted Instructional Time.
3. Additional absences due to medical appointments may be excused by the principal or designee. These absences must be approved by the principal or designee in advance of the absence occurring. The parent/guardian must provide appropriate documentation as outlined in the attendance policy in the student/parent handbook. The final decision to excuse such an absence rests with the principal.

NOTE: A pre-approved absence is not necessarily an excused absence.

However, all pre-approved absences require a parent signed note, and other documentation as cited above, attached to the official pre-approved form for the administrator's signature and then teacher signatures. The completed form must be returned to the Attendance Office **5 days prior to the first date of absence.**

PRE -APPROVED absences cannot be granted after the date of the absence.

Assignments should be turned in upon the student's return.

Pre-Approved Absence Form for 2020-2021



ALPHARETTA HIGH SCHOOL

3595 Webb Bridge Road · Alpharetta, GA · 30005 · 470-254-7640 office · 470-254-7653 fax

This form must be submitted to the Attendance Office with all signatures 5 days before the absence begins.

DIRECTIONS:

1. Parents and students review AHS handbook regarding pre-approved absences.
2. Attach a documentation to this form explaining the nature of the absence.
3. Submit this form with documentation to your administrator listed above based on your last name.
4. Once approved by the administrator, pick up the form and have all classroom teachers sign and date the form.
5. Student will submit the completed form with all signatures to the Attendance Office 5 days prior to first date of absence.

ADMINISTRATORS

A – CL	Sharolyn Ketchup, suite 1330
CM – HAR	Mike Scheifflee, suite 1330
HAS – L	Clair Greenaway, suite 1330
M – PO	Tina Johnson, suite 1220
PR – T	Errol Dice, suite 1220
U – Z	Shannon Kersey, Front office

STUDENT NAME _____ **GRADE** 9 10 11 12
DATE(S) OF ABSENCE(S) _____

ADMINISTRATOR SIGNATURE (approval) _____

DATE _____ **Excused** _____ **Unexcused** _____

Period	Course	Teacher Signature	Date
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
Anchor	_____	_____	_____

ATTENDANCE CLERK signature _____

Date received in Attendance Office _____