

Cambridge High School



Pre-Approved Absence Form

Must be submitted 3 days prior to first day of requested absence(s).

Student Name: _____

Grade Level: _____

Requesting Pre-Approved Absence(s) on the following Date(s): _____

Form must be accompanied by a note from a parent/guardian requesting the absence. All pre-approved absence requests must contain the following information: Student Name, Student ID Number, Parent Name, Parent Contact Phone Number and Email Address, Date(s) of Absence(s), Reason for Absence(s).

Before admin approval, student must take this form to all teachers for their acknowledgement and signature. Pre-Approved absences will not be approved without all teachers' signature and accompanying parent note. Parents will be notified to verify approval. Form must be submitted (with note from parent) at least 3 days prior to the absence.

1st Period: _____ Failing Class? Yes or No (please circle)

2nd Period: _____ Failing Class? Yes or No (please circle)

3rd Period: _____ Failing Class? Yes or No (please circle)

4th Period: _____ Failing Class? Yes or No (please circle)

5th Period: _____ Failing Class? Yes or No (please circle)

6th Period: _____ Failing Class? Yes or No (please circle)

7th Period: _____ Failing Class? Yes or No (please circle)

Front Office Use Only:

All must be circled for Approval:

Note attached & verified with parent

Not Failing a Class / Classes

All Teacher Signatures Present

Admin Approval: _____

Date: _____