



Ocee Elementary School  
Request for Pre-Approved absence/ Remote Participation

Students & Parents: All absences must be approved PRIOR TO the 1<sup>st</sup> day of the absence.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

**Pre- approved absence:** Parents complete a pre-approved absence form to inform us of an absence for your student that you would like to have excused. These absences are not for sick day approval. **This absence is excused in our system at Ocee, but counts as an absence towards our school attendance rating.**

**Remote participation:** Parents complete a remote participation form stating the dates that students will be absent (up to 5 per semester). On the day of absence(s) students must complete 30 minutes of iReady Reading AND 30 minutes of iReady Math in order to be considered present for that day. **Students will receive full credit for the day. Teachers will confirm participation via this form.**

\*\*\*Please choose the absence type you are requesting (circle one):      Pre-Approved absence    **OR**    Remote Participation

Reason for absence: \_\_\_\_\_  
\_\_\_\_\_

Absence Date(s): \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Print

\_\_\_\_\_  
Date

**This section to be completed by Assistant Principal/Principal Only**

**Approval by Principal/Assistant Principal**

Principal/AP Signature _____	Date _____

**This section to be completed by HOMEROOM teacher ONLY:**

**Remote participation only**

Please use the space below to record the student's attendance daily. At the end of the pre-arranged remote days, return this form to our Data Clerk.

Date: _____	Participated	Absent
Date: _____	Participated	Absent
Date: _____	Participated	Absent
Date: _____	Participated	Absent
Date: _____	Participated	Absent

**Participation is defined as completion of 30 minutes each of iReady Reading AND Math on the day of the absence.**

**This section to be completed by Data Clerk**

Attendance adjusted	
_____	_____
Name	Date

