



Request for Pre-Approved Absence(s)

Parent/Guardian submits request to the principal **5 days PRIOR** to the absences.

Requests received after the absence will result in an unexcused absence.

After review, the teacher and parent will receive an email confirming approval.

Student Name: _____ Student ID (lunch #) _____

Grade: _____ Homeroom Teacher: _____

Parent Name: _____ Email: _____

Phone #: _____

Reason for Absence: _____

Date(s) Absent from School: _____

Parent/Guardian Signature

Date