

Request Form for Excused Absence

- College Visit - Juniors and Seniors are allowed one college visit per year.

- Pre Planned Absence – A detailed letter must accompany this form explaining the need for the absence. **Vacations are not excused.**

All forms must be turned into the office at least **one week** prior to the absence for approval.

Student's Name _____

Grade _____ First Period Teacher _____

Date of Absence(s) _____ College: _____

Briefly explain the purpose/reason for this request: _____

Note: Pending administrator approval of this request, the student(s) will be responsible for securing and completing all academic assignments that are missed as a result of this absence.

Parent Signature

Student Signature

Date

Asst. Principal: _____ Approved: _____ Denied: _____ Date: _____

Principal: _____ Approved: _____ Denied: _____ Date: _____