**ABSENCE PRE-APPROVAL FORM**

Printed Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Dates | Checkout Time  (if applicable) | Reason for Absence/Institution Visiting |
|  |  |  |
|  |  |  |
|  |  |  |

**\*ADMINISTRATION MUST APPROVE THIS REQUEST BEFORE TEACHERS SIGN THE FORM\***

\*Completion of this form does not guarantee approval\*

**\***Student must provide official documentation of visit upon return to school for the absence to be marked excused\*

**Step 1: Complete the top part of this form and get parent signature**

**Step 2: Submit form to the ATTENDANCE OFFICE for administrative approval (McGarr)**

**Step 3: After 24 hours, retrieve the form from the Attendance Office and get teachers’ signatures.**

**Step 4: Return the fully completed form to the Attendance Office**

Printed Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | Course | Teacher Signature | Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Admin Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If marked NOT APPROVED, the student must make up the work in Academic Saturday School\*