

Addendum 3: Pre-Approval Absence Request Form

This letter is requesting _____ to be excused on the following days: from: _____ to: _____.

Reason for Absence:

I understand that all make-up work must be completed within a timely matter (the number of days absent plus one as stated in the handbook). I understand that any previously known projects due during this time frame must be turned in prior to absence. I also understand that it is solely the responsibility of the student to request help from the teacher in order to be on level with the rest of the class.

Parent's Signature

Date

Approval has been given for the above student to be excused from his/her classes on the dates as stated above. The teacher is responsible for gathering the student's work together and seeing that the student receives any additional help upon request.

Principal's Signature

Date

I acknowledge receipt of this pre-approval for absence and will see that the student receives all missed work and any additional help if needed.

Teacher's Signature

Date