



## High School Excused Absence Request

### Absence Information

Student Name: \_\_\_\_\_

Home Room Teacher: \_\_\_\_\_

Dates of Absence: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Absence:

*Parent's Signature*

*Date*

<b>Class</b>	<b>Assignment</b>	<b>Teacher's Signature</b>

Student must get work from teachers and turn form in to administrator 1 week before requested date of absence.

### Administrator Approval

- Approved
- Rejected

Comments:

*Administrator's Signature*

*Date*

Excused absence form must be approved and signed by the administrator to be an excused absence.