

Allen D. Nease High School

Pre-Approved Absence Request

Student Name (as it appears on official records): _____

Grade: _____ Student ID Number: _____

Reason for Absence Request:

Date(s) of Requested Absence: _____

POLICIES AND PROCEDURES FOR A PRE-EXCUSED ABSENCE

1. Pre-approved Absence Request Form completed, signed, dated and returned to the Attendance Clerk in the main office at least five (5) school days prior to the absence.
2. The administration will approve or deny request.
3. After administrative review, the form is returned to the student by the Attendance Clerk.
4. If the absence is approved, it is the responsibility of the student to make up assignments. Teachers are NOT required to provide work ahead of time.
5. Students can check Schoology daily to determine assignments missed. Students will have one (1) day for every day missed to turn in ALL assignments.
6. Please understand that for us to comply with the state attendance law, this pre-approved absence must be considered as part of the 15 (total excused and unexcused) absences that we can excuse without a doctor's verification. Once 15 absences have been accumulated, during the school year, we must have a doctor's signed and dated verification (letter or note) to approve any absence.

I, _____ have read and understand all conditions stated above.

Parent/Legal Guardian Signature: _____

Date: _____

Administration Approval: _____ **Date:** _____