

ANTICIPATED ABSENCE REQUEST

Name _____

Grade _____

Date of Absence _____

Homeroom Teacher _____

Detailed Reason _____

Parent's signature _____

Step 1. Parent/Student ~Turn the request form into the office for the Principal's signature.

Step 2. Principal's Signature

___Excused ___Unexcused ___Medical ___College Visit

Step 3. Teachers

Elem. Teacher's Signature _____

MS/HS Teachers~please initial by class period

1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____

Step 4. Student ~Return this form to the office after your teachers have initialed it.

"Prior notice of an anticipated absence should be given at least one week in advance." ~ Student Handbook 11.1.3