

Pre-Approved Absence Notification

Please use this form when a student will be absent for more than 2 days.

Student Name: _____ Grade: _____ has requested permission

to be absent on the following days : _____

Process for approval: Failure to complete all of these steps will result in a denial of the excused absence.

- 1. Pre-Approved absences require 5 days of advance notice.**
2. The student must **attach a letter** explaining the reason for the request (refer to handbook for acceptable excused absences) signed by parent/guardian with contact number
3. The student will bring this form to be signed by all the teachers. Teachers will use this form to provide any relevant information in the comment box.
4. Teachers and Administrators **may** deny excused absence requests for any of the following reasons:
 - The request is not one of the approved reasons as stated by SJCS D
 - The student has less than a 70% in the class
 - The student has missed more than 15 school days (excused or unexcused) this school year
 - The student has been suspended for any reason this school year

Lastly, it is the students' responsibility to make up any work they may miss in the reasonable time-frame provided.

Course	Teacher's Signature	Current Grade	Comments

Parents fill in this section AFTER all teacher signatures have been received. Return to the front office at least 48 hours prior to absence request.

I am the parent / guardian of this student and having been informed of his/her current academic standing, I feel this absence is warranted.

Parent Signature _____

Date : _____