

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 and it must be signed by parent/ guardian with a 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 (such as illness, doctor/dentist appointment, academic event, court appearance, religious holiday, death of family member)
 - 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

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 : _____

Important: After fifteen (15) days of absence, whether excused or unexcused, a student will be required to turn in a doctor's note for every subsequent absence, tardy and early dismissal to be considered excused.