



**PRE-APPROVED ABSENCE REQUEST**  
**(Students may not be absent for more than 15 days per school year)**

(If a student needs to be away for three (3) or more consecutive days, the parent or guardian **must** fill out a *Student Absence Request Form* to be pre-approved by Administration.)

Date of Request: \_\_\_ / \_\_\_ / \_\_\_ Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Absence: From: \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_

Last day in school: \_\_\_ / \_\_\_ / \_\_\_ First day back to school: \_\_\_ / \_\_\_ / \_\_\_

**This form should be completed & submitted to the office at least one (1) week prior to first day of absence.**

Please Check the Appropriate Reason for Absence:

<b>Excused</b>	<b>Unexcused</b>
<input type="checkbox"/> Medical: Appointment with doctor or dentist (with doctor's note) <input type="checkbox"/> Mandated court appearance with written verification <input type="checkbox"/> <u>Required</u> academic field trips <input type="checkbox"/> Death in the family <input type="checkbox"/> I.A. academy related sports, film, music or mission's trips. <input type="checkbox"/> College visits with proper documentation (Visiting or dropping off sibling <b>does not count</b> ) Students will have the equivalent number of days missed to submit in-class work or tests assigned while absent <b>for excused absences only</b> .	<input type="checkbox"/> Vacation or family trip <input type="checkbox"/> Non I.A. club sports <input type="checkbox"/> Other: _____ _____ Parents will be contacted by the school after a student has been absent for three (3) consecutive days. <b>All in class work including tests will receive a zero (0).</b> Homework assignments will be due the next day student returns to class (or at the discretion of the teacher).

**As parent/guardian of the above student, I/we understand that my student will receive zeros (0) on all in class work or tests missed during an unexcused absence.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Special Requests Only:**

Special Request for an *unexcused absence* to be considered excused, subject to the principal's approval. Please explain the extenuating circumstances for this special request:

\_\_\_\_\_  
 \_\_\_\_\_

Principal Approval for Special Request:

\_\_\_\_\_  
 Claire Speir (Principal)

\_\_\_ / \_\_\_ / \_\_\_  
 Date Approved