

# Principal's Prior Permission Absence Request Form

***This form must be submitted to EACH principal for EACH student at least 20 days prior to absence date.***

Student: \_\_\_\_\_ Teacher \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Date(s) of Absence(s) \_\_\_\_\_

**Reason for absence (Check one):**

	1. Military circumstances related to the deployment or return of a parent/custodian
	2. Accompany parent/custodian on an overnight school trip that involves a sibling (i.e. cheer competition, band trip, etc.)
	3. Visit to college/university campus - Limit of 2 (A third visit may be approved for an exceptional circumstance (i.e. athletic scholarship, academic scholarship, etc.)
	4. Obtaining a driver's permit or license
	5. Legislative Page or other opportunity to participate in an operation of one of the three branches of government
	6. Parent or sibling graduation from college or a military ceremony
	7. If bus fails to run or pick child up and parent has no means of transportation (must verify with bus driver or transportation department)
	8. Military Entrance Processing Station (MEPS) scheduled by recruiter
	9. Catastrophic event [fire, flood (not weather-related), eviction] that results in loss of housing or a temporary change of housing
	10. Extenuating Safety Threat (escaped prisoner, threat of school shooting, etc.
	11. Religious Holidays

Do you have other school-age children who will be absent for the same reason?  YES  NO

Name	School

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

***A student cannot exceed five (5) Principal Prior Permission (6X) absences per school year.***

### For Principal Use Only

Number of 6X absences to date: \_\_\_\_\_ Approved:  YES  NO

Parent(s) notified by: \_\_\_\_\_ Email \_\_\_\_\_ Phone on \_\_\_\_\_ (date)

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Place in student's cumulative folder***