

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):

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| | 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 |
| | 12. Career Exploration Day (Last Thursday in April) |
| | 13. Other: |

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

| Name | School |
|------|--------|
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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