



**Notification of Pre-Approved Absence Form**  
*(Required when a student will miss more than 2 periods)*

**Name of Student:** \_\_\_\_\_

**Event/Reason:** \_\_\_\_\_

**Teacher/Staff/Sponsor:** \_\_\_\_\_

**Date(s) to be excused:** \_\_\_\_\_

**Vice-Principal Signature:** \_\_\_\_\_

This form, when complete with all signatures, will constitute an approved excuse from school. The student is expected to be in class at the end of the excused absence. If the student is not in class on the return date, that absence will not be approved. The student is responsible for all work missed, including tests. The assignments must be completed and turned in immediately upon returning to school. All tests will be taken on the day of return.

Period	Class Title	Current Class		Assignment(s)/Test(s) Due Upon Return
		Grade	Teacher Signature	
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____

**Parent Signature:** \_\_\_\_\_

**STUDENT: THIS FORM IS DUE TO THE VICE PRINCIPAL PRIOR TO THE ABSENCE.**