

## ABSENCE REQUEST FORM

**NOTE:** This form must be turned in at least 1 week prior to your scheduled absence. Filling out this form does not necessarily mean that you will be excused. If an emergency arises, please complete one the next day you are in attendance. Approval / denial will be given as soon as possible in case other arrangements need to be made.

**NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

**DATE OF ABSENCE:** \_\_\_\_\_

**REASON FOR ABSENCE:** \_\_\_\_\_

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

**PARENT SIGNATURE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

director approval? \_\_\_\_\_ reason \_\_\_\_\_