

## Pre-Approval for Excused Absence

(revised 8-08)

Class attendance is vital especially at the secondary level. If a vacation or other family need arises, a written request must be made to administration **one week in advance** (all forms are available online). The administration will check the student's grades and attendance record to determine if it is possible for the student to miss additional class time. **Family time or vacation days are limited to five (5) days per year and may NOT be taken during December or May.** Students may access assignments on RenWeb ([www.renweb.com](http://www.renweb.com)) and all work must be turned in on the day of return.

### Please check applicable grade level:

**Elementary: Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

Students with excessive absences may jeopardize promotion to the next grade.

**Middle/Senior School: Grade:** \_\_\_\_\_

Middle/Senior school students who exceed nine (9) absences (excused or unexcused) per semester must attend the next scheduled Saturday School from 9:00 a.m. to 12:00 noon or may be required to attend summer school.

**Student's Name:** \_\_\_\_\_

**Dates of Absence:** \_\_\_\_\_

**Reason for absence:** \_\_\_\_\_

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

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### Office Use Only

Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: \_\_\_\_\_

\_\_\_\_\_

Date Received: \_\_\_\_\_ Date parents notified: \_\_\_\_\_ Staff: \_\_\_\_\_

Dean: \_\_\_\_\_ Attendance/nurse: \_\_\_\_\_