

Pre Approved Absence Form



Pre Approved Absence Request Form

~3 or more consecutive absences will constitute the required completion of this form~

Directions: This form **MUST** be submitted in a manner that allows sufficient time for all parts to be completed before the student takes the requested days away from school. As such, form must be completed and returned at least 3 days (72 hours) prior to absence. (We understand that extenuating circumstances arise and are willing to be flexible and understanding with our families on a case by case basis.) The utilization of this form is derived from the immense benefit that comes to students who consistently attend class on a daily basis with little disruption to their attendance.

Step 1: Student information

Student name	Grade	Dates of absence	Reason for absence

I agree to make-up work assigned either before my departure or upon my return within the time limits of the school make-up policy. If my absences are considered unexcused, I will contact my teachers regarding missed work and follow their make-up policy as outlined in the Carbon Valley Academy Student Handbook.

Student Signature (grades 4-8): _____

Adult signature (grades K-3): _____

Step 2: Parent Information

I understand that my student's absence(s) will only be approved if the reason meets the attendance criteria set forth by the Carbon Valley Academy K-8 Attendance Policy.

Parent Name: _____

Parent Signature: _____

Step 3: Requested Teacher Information (Use as many or as few teacher sections as needed)

Work to be Completed

Grades K-3

Subject	Assignments that need to be completed while gone	Assignment Due



Work to be Completed

Grades 4-8

	Work to be Completed	Due Date	Teacher Initials
Advisory			
Elective 1			
Core 1			
Core 2			
Core 3			
Elective 2			
Advisory			

****Administrative use only****

Approved to be excused YES NO

Administrator signature: _____ Date: _____

