

ADVANCED ABSENCE REQUEST

Advanced absences longer than two days must be pre-approved by the administration and should be turned in to the school office one week prior to the requested absence. Previous absences, truancies, illnesses and academic progress will be factors considered in the approval process. If approved, credit may be received for work missed if all advanced absence guidelines are met (refer to student handbook). If the absence is NOT approved, it is an unexcused absence and no credit is received for any work missed. Refer to Schoology for your student's current grades.

Student Name: _____ **Grade:** _____

Date(s) of Absence: _____

Reason for Absence (please be specific, don't just list out of town):

Parent/Guardian Signature (required): _____

Date: _____ **Phone:** _____

Email to ntriebenbach@isd186.org or drop off in the High School Office

For office use only

Absences to date:

Science:

Social:

English:

Math:

Other:

Action Taken:

_____ **Approved**

_____ **Unapproved**

Reason for denial:

Administrator Signature: _____ **Date:** _____