

# Pre-excused Absence Request Form

I am requesting a pre-excused absence for my child \_\_\_\_\_.

My child will be absent from \_\_\_\_\_ through \_\_\_\_\_.

The reason for the request:

---

---

---

---

---

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Teacher Signatures

1<sup>st</sup> Hour Teacher: \_\_\_\_\_  
2<sup>nd</sup> Hour Teacher: \_\_\_\_\_  
3<sup>rd</sup> Hour Teacher: \_\_\_\_\_  
4<sup>th</sup> Hour Teacher: \_\_\_\_\_  
5<sup>th</sup> Hour Teacher: \_\_\_\_\_  
6<sup>th</sup> Hour Teacher: \_\_\_\_\_

---

### Response of Administrator

\_\_\_\_\_ I am approving the pre-excused absence request for your child on the dates mentioned above. Please see your child's teacher for work assignments due for this period of time.

\_\_\_\_\_ I am not approving the pre-excused absence request for your child on the dates mentioned above.

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_