



# Pre-arranged Absence Request

I, the parent/guardian of the student referenced below, request a pre-arranged absence for my student on the dates indicated below.

Student Name: \_\_\_\_\_

Date(s) of absence: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

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

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_

Parent/guardian name (please print): \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

**\*\* All requests must be made at least two weeks prior to absence \*\***

*For office use only:*

\_\_\_\_\_ Request received \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Bethany Hall, Attendance Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_ Request approved

\_\_\_\_\_ Request denied

\_\_\_\_\_  
Greg Frescoln, Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date e-mailed to staff & parent