



# 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 \*\***

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***For office use only:***

\_\_\_\_\_ Request received \_\_\_\_\_  
Date

\_\_\_\_\_ Mackenzie Nobles, Attendance Clerk \_\_\_\_\_  
Date

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

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

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Date e-mailed to staff & parent