

## Pre-Approved Absence Notification

**Please use this form when a student will be absent for more than 2 days.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ has requested permission to be absent on the following days: \_\_\_\_\_

**Process for approval:** Failure to complete all of these steps will result in denial of the excused absence.

1. **Pre-Approved absences require 5 days of advance notice.**
2. The student must **attach a letter** explaining the reason for the request (refer to Code of Conduct for acceptable excused absences) signed by parent/guardian with contact number.
3. The student will bring this form to all of their teachers. Teachers will use this form to provide any relevant information in the comment box.
4. Teachers and Administrators **may** deny excused absence request for any of the following reasons:
  - The request is not one of the approved reasons as stated by SJCSD
  - The student has less than a 70% in the class
  - The student has missed more than 15 days of school (excused or unexcused) this school year.
  - The student has been suspended for any reason this school year.

**Lastly it is the students' responsibility to make up any work they miss in the reasonable time frame provided.**

Course	Teacher's Signature	Current Grade	Comments

**Parents complete below AFTER all teacher signatures have been received. Return to Attendance Office 5 days prior to the requested date of absence.**

I am the parent/guardian of this student and having been informed of his/her academic standing, I feel this absence is warranted.

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

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

EXCUSED      UNEXCUSED \_\_\_\_\_

