

PRE-APPROVED ABSENCE FORM

**Must submit to Assistant Principal two weeks in advance of absence for review*

PRE-ARRANGED ABSENCES: If parents find it necessary for students to miss school due to an out-of-town trip (limit 3 days per year), absences must be approved by the administration. If the absence is approved, it will be classified as **excused**, and students will be allowed to make up missed work. Days in excess of the allowable 3 days per year will result in the absence being coded as unexcused. The required pre-arranged absence form should be obtained from the attendance office, completed and returned **10 school days** prior to the days missed. Example: If a student will be out on a Friday the form must be turned into the Attendance desk on the Friday two weeks before the absence.

To: Derek Kennedy, Assistant Principal

Date form received: _____

From: PARENTS/GUARDIANS OF _____

I am submitting a request for _____ to be absent from school beginning _____ and ending _____.

The reason for the absence is _____

Assistant Principal's Comments: _____

THE CONDITIONS UNDER WHICH THIS ABSENCE IS GRANTED ARE AS FOLLOWS:

Mountain Brook Junior High strongly advocates attendance for the entire school year in order for the student to obtain maximum benefit from educational opportunities offered.

1. The student may make up the work missed during the absence.
2. It is the student's responsibility to make arrangements within five school days to make up the work.
3. Any previously assigned projects or papers that are due during the absence must be turned into the teacher the first day the student returns to class.
4. The teacher has no responsibility for giving the student special instruction over the work missed.
5. Each individual teacher decides whether to give the student's make-up assignments in advance or following his/her absence.

I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS

Student's Signature

Parent/Guardian Signature

Assistant Principal Signature

EXCUSED

UNEXCUSED

Period	Subject	Teacher
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
AO	_____	_____

This form is not required for illness, death in immediate family, legal requirements, and religious holidays.

Parent email: _____

Grade: _____