

Wasatch Elementary Pre-Approved Absence Request

Parents, please complete this request ***BEFORE*** the scheduled absence request occurs.

- *Request must be 3 or more days but not to exceed 5.
- *Pre-Approval Absence Requests may only be used ***ONE TIME*** per year.
- *Pre-Approval is subject to attendance history review.

Your school's administrator's signature is required on this form for it to be complete.

Submitting this request does not guarantee that your child will be excused; however, if your child has not exceeded the 5 parent excuse absences per term they will be marked as parent excused on the school's attendance records.

Child(ren) to be excused:

_____ Grade _____ (check if applicable) 504 _____ IEP _____

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Dates of absences _____ to _____

Home or Cell Number _____

Reason for Absence

Administrator's Notes

Approved _____

Not Approved _____

Administrator's Signature ***Date***
2017/1

Guardian's Signature ***Date***