

# CHATTAHOOCHEE HIGH SCHOOL

## PRE-APPROVED ABSENCE FORM

STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

PERIOD	COURSE	TEACHER SIGNATURE
1 <sup>ST</sup>		
2 <sup>ND</sup>		
3 <sup>RD</sup>		
4 <sup>TH</sup> /5 <sup>TH</sup>		
6 <sup>TH</sup>		
7 <sup>TH</sup>		

HOMEROOM \_\_\_\_\_

ASSISTANT PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

RECEIVED BY ATTENDANCE OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

Each year a student may request a maximum of six pre-approved absences by providing a written note to their assistant principal at least 3 days prior to the absence. This form must be signed by each teacher and returned to the Attendance Window prior to the absence. Attach the signed note to this form. Pre-approved absences cannot be granted after the date of the absence. All assignments missed during pre-approved absences are due on the first day back to school.

Pre-approved absences may be requested for: 1. College visitations 2. A travel opportunity with educational benefits 3. A graduation or wedding of a close family member 4. A specialized educational experience 5. A circumstance mutually agreeable to the parents and principal.

Pre-approved absences will not be granted during final exams except in extenuating circumstances and if submitted in writing and approved by the Principal.