

**PRE-APPROVED EXEMPTED ABSENCE**

(Family Trip, College Visits)

In order for days missed to **NOT** count toward the attendance policy – **prior approval by Attendance is necessary.**

\_\_\_\_\_  
**Student's Name** \_\_\_\_\_ **I.D. Number** \_\_\_\_\_ **Grade**

\_\_\_\_\_  
**Starting Date** \_\_\_\_\_ **Ending Date** \_\_\_\_\_ **No. of Days** ( no weekends)

\_\_\_\_\_  
**Parent or Guardian Signature**

- Family Trip (1 trip per **year**/ maximum of 3 days **MUST** be used consecutively)
- College Visit ( signed verification form from college needed/maximum of 2 per school year)

**Teacher Signatures (when possible, assignment will be given prior to absence)**

Zero Hour \_\_\_\_\_  
 First Hour \_\_\_\_\_  
 Second Hour \_\_\_\_\_  
 Third Hour \_\_\_\_\_  
 Academy \_\_\_\_\_  
 Fourth Hour \_\_\_\_\_  
 Fifth Hour \_\_\_\_\_  
 Sixth Hour \_\_\_\_\_

\*\*\*\*\* **FOR OFFICE USE ONLY** \*\*\*\*\*

Approved Exempt \_\_\_\_\_  Approved Excuse \_\_\_\_\_  Verification recvd

Attendance Signature \_\_\_\_\_