

White House Heritage High School

7744 Hwy 76E
WHITE HOUSE, TN 37188
615-672-0311

Kim Hass,
Principal

Emily Thompson, Asst. Principal
Steve Owens, Asst. Principal

Prior Approval Trip Form

Student Name: _____ Grade: _____ Date: _____

The above student is requesting prior approval for an absence. I/We understand that requesting all make up work is the responsibility of the student. I also understand that these absences **will count** toward exam exemption for high school students.

Exam Policy:

Applied per semester to each individual class

- *If A average – no more than three excused absences
- *If B average – no more than two excused absences
- *No more than 5 unexcused/excused early checkouts and tardies combined
- *No exemption if any ISS or OSS

In order to get an absence/tardy/check-out excused, you must submit proper paperwork to the front office and to your teachers within five days of the absence. After this time the absence will count as unexcused for exam exemption purposes.

Reason for absence: _____

Parent Signature: _____

Date(s) Requested: _____

Parent Phone Number: _____

Principal Signature: _____

_____ Approved _____ Not Approved

Date: _____