



Enterprise High School Prior Approval Absence Request Form

In order to request a prior approval, the following directions must be followed:

- Complete this form with accuracy and in a way that is legible.
- Return form to room 134 **at least 3 days prior to the requested absence.**
- **NOTES:**
 - o By completing this form, you are acknowledging that you have arranged for prior completion of your work with your teachers and are aware of the effect missing school has on academics.
 - o Prior to making a determination regarding approval of this absence, the information below will be reviewed by administration.
 - o ***No prior approval will be given for missing final exams in December and May.***
 - o A parent/guardian signature indicates awareness and approval of this absence.

Student's Name: _____

Grade: 9 10 11 12

Date(s) of requested absence(s) : _____

Reason for absence: _____

Parent/Guardian Signature: _____

If you have questions, please contact Mrs. Stephanie Quisenberry at EHS at 334-347-2640.

FOR ADMINISTRATIVE USE ONLY:

____ Unexcused absences ____ Absences toward Chronic Contributor ____ Unexcused tardies

Has the student received an Early Warning Court Letter? Yes No

Does the student have a D or F? Yes No Subject(s): _____

Has the student exhausted all parent notes? Yes No

Is this request as a result of a rare and unavoidable circumstance? Yes No

Administrative Approval: Yes No Initials: _____ Date: _____

Comments:
