Holly Hill Elementary
Prior Approval For Absence Form

In order to request prior approval for an absence, the information below must be filled out and turned in to the school at least 3 days prior to the requested absence. By turning in this form, you are acknowledging that you have arranged for prior completion of classwork with teachers and are aware of the effect missing school can have on academics.

Prior to making a determination regarding approval of this absence, a student's academic and attendance records will be reviewed by the administration.

Student Name: _____ **Grade:** _____ **Homeroom Teacher:** _____

Dates of Requested Absence: _____

Reason for absence: _____

Teacher Approval (complete as appropriate):

Teacher Name	Subject	Signature

If you have any questions, please contact the office at 334-347-9700.

_____ _____ _____

Parent Name (print) **Parent Signature** **Date**

_____

Contact Number

Administrative Use Only

Administrator Approved: Yes No

Comments: _____

Administrator Signature: _____ **Date:** _____