

Crawfordsville Community School Corporation

Elementary School Application for Pre-approved Absences

Students may be excused from school for a family leave only if pre-approved. The request will be granted at the discretion of the Principal or designee. Prior attendance records and school performances will be taken into consideration. If approved, the leave will be considered an Excused Absence.

Los estudiantes pueden ser excusados de la escuela por permiso familiar solo si previamente aprobado. La solicitud se concederá a discreción del director. Se tendrán en cuenta los registros de asistencia anteriores y rendimiento escolar. Si se aprueba, el permiso se considerará una falta documentada.

MUST BE SUBMITTED 5 SCHOOL DAYS PRIOR TO LEAVE

Student: _____

Grade: _____ Teacher: _____

Date (s) of absence: _____

Reason for absence: _____

Do you have students in other buildings who will also be taken out: _____

If yes, circle: CHS Hose Hoover Nicholson Willson

Teachers/Maestros: Check to indicate when assignments are to be completed and attach assignments if they are to be completed during the absence.

Make-up work: _____ **Before/Antes** _____ **During/Durante** _____ **After/Despues**

Parent Signature/Firma de Padres: _____

Principal Signature or designee/Firma del Director: _____

Teacher Signature/Firma del Maestro/a: _____

Date Filed/Fecha Registrada: _____

- Leave Approved/Permiso aprobado**
- Leave Not Approved/Permiso no aprobado**