

CHATTAHOOCHEE HIGH SCHOOL

PRE-APPROVED ABSENCE FORM

STUDENT _____ GRADE _____

DATE(S) OF ABSENCE _____

PERIOD	COURSE	TEACHER SIGNATURE
1ST		
2ND		
3RD		
4TH		
5TH		
6TH		
7TH		

ASSISTANT PRINCIPAL _____ DATE _____

RECEIVED BY ATTENDANCE OFFICE _____ DATE _____

Each year a student may request pre-approved absences by providing a written note to their assistant principal at least 5 days prior to the absence. This form must be signed by each teacher and returned to the Attendance Window prior to the absence. Attach the signed note to this form. Pre-approved absences cannot be granted after the date of the absence. All assignments missed during pre-approved absences are due the first day back to school.

Pre-approved absences may be requested for: 1. College visitations 2. A travel opportunity with educational benefits 3. A graduation or wedding of a close family member 4. A specialized educational experience 5. A circumstance mutually agreeable to the parents and principal.

Pre-approved absences will not be granted during the final exams except in extenuating circumstances and if submitted in writing and approved by the Principal.