



**Wilson Creek Elementary School  
Request for Pre-Approved Absences**

Fulton County Schools Board Policy JBD allows for up to 5 absences to be pre-approved by the principal or designee per school year. To request pre-approval, please submit this form to [WCESResidency@fultonschools.org](mailto:WCESResidency@fultonschools.org) at least **5 days prior to the planned absence**. Per Board Policy, administration will consider the student’s attendance record before approving.

Possible reasons for pre-approved absences:

- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, etc.)
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Requests received *after the absence or within less than 5 days of the 1<sup>st</sup> absent day* will result in an unexcused absence(s).

After review, the teacher and parent will receive an email confirming approval or denial.

Student’s Legal Name:	
Grade:	
Homeroom Teacher:	
Date(s) requesting:	
Reason for Absence:	

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

**FOR SCHOOL USE ONLY BELOW:**



Date form received: \_\_\_\_\_ Absences: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

\_\_\_\_\_ Absenteeism Percentage Late Arrival: \_\_\_\_\_ Early Dismissal \_\_\_\_\_



# of Days Pre-Approved \_\_\_\_\_ # of Days Unexcused: \_\_\_\_\_

\_\_\_\_\_  
Administrator’s Signature: