



Nikkole Flowers
Principal

Patrick Wright
Assistant Principal

Approval Request for Pre-Arranged Absence(s)

Fulton County Schools Board Policy JBD allows for absences to be pre-approved by the principal or designee. To request pre-approval, please submit this form to the school 5 days prior to the planned absence. Please note that approved absences are excused according to district policy, but parents are notified more often based on total number of absences, regardless of whether the student is excused or unexcused. 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.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces
- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Student Name: _____ Grade: _____

Teacher: _____

Reason for Absence:

Dates of Planned Absence from school: _____

Parent/Guardian Signature

Date

APPROVAL BY PRINCIPAL

Principal Signature

Date