



Remote Learning/Pre-Approved Absence Request

Student: _____ Student ID #: _____ Grade: _____

Date(s) of absence: _____

Students are allowed to request up to 5 Remote Learning days per semester and up to 6 Pre-Approved absences per academic year. Students are highly encouraged to use their remote learning days before requesting an absence be coded as pre-approved.

A student may request remote learning/pre-approved absences by completing this form and **attaching a signed note** detailing the reason for the request. This form must be signed by each teacher and returned to the Attendance Office at least 5 days prior to the absence. Remote learning/pre-approved absences cannot be granted after the date of the absence. All assignments missed during remote learning/pre-approved absences are due the first day back to school.

Pre-approved absences may be requested for:

- College visits
- A travel opportunity with educational benefits
- The graduation or wedding of a close family member
- A specialized educational experience
- A circumstance mutually agreeable to the parents and principal

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

Request for:

Remote Learning

Pre-Approved Absence

Period	Course	Teacher Signature
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
7 th		

Complete above and return the form to the Attendance Office for administrative approval.

Office use only

Assistant Principal

Date

Received by Attendance Office

Date