

**HILLSDALE LOCAL SCHOOLS  
APPLICATION FOR PRE-EXCUSED ABSENCE**

This application should be turned in to the Principal **one week before the absence** to determine excused or unexcused status.

**Date of Request:** \_\_\_\_\_

\_\_\_\_\_ wishes to be absent from school on the following date(s): \_\_\_\_\_

**Reason for Absence:**

\_\_\_\_\_ Family Vacation (explain) \_\_\_\_\_

\_\_\_\_\_ Work at Home (explain) \_\_\_\_\_

\_\_\_\_\_ County Fair - Project: \_\_\_\_\_ Date(s) of Show \_\_\_\_\_

\_\_\_\_\_ College Visitation (limit of 2) - College: \_\_\_\_\_  
Guidance Counselor's Signature: \_\_\_\_\_

\_\_\_\_\_ Other (explain) \_\_\_\_\_

All high school students are provided a Chrome Book and as a result the student is responsible for acquiring their assignments prior to (when possible) or during an excused absence. It is the student's responsibility for turning in assignments during the excused absence time or upon returning to school. If work is not completed, an "F" may be recorded for the incomplete assignment and figured into the total grade.

*I fully understand the conditions for receiving credit for assignments during my absence from school.*

\_\_\_\_\_  
Student's Signature

*I am fully aware of my child's absence and the conditions that go with it and hereby grant my permission.*

\_\_\_\_\_  
Parent or Guardian's Signature

**Office Use Only:**

\_\_\_\_\_ Approved      \_\_\_\_\_ Disapproved      \_\_\_\_\_ Not Recommended

Reason: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

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If approved, the student should inform teachers of the date(s) of absence so that special arrangements can be made for make-up work.

The signatures of the teachers indicates that they have knowledge of my absence.

<u>Period</u>	<u>Subject</u>	<u>Initials</u>	<u>Period</u>	<u>Subject</u>	<u>Initials</u>
1	_____	_____	5	_____	_____
2	_____	_____	6	_____	_____
3	_____	_____	7	_____	_____
4	_____	_____			