Fulton County Schools
Where Students Come First

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Northwood Elementary Pre-Approved Absence Request Form

Students may request Pre-Approved Absences for family events and special family circumstances. Consideration for Pre-Approved Absences will be based on the following criteria.

- ✓ Pre-Approved Absence Request Form is received 5 days prior to planned absence. If it is handed in after the absence it will not be approved.
- ✓ Attendance review indicates student is not at-risk of chronic absenteeism. Please note students with 17 or more absences per year fall within the chronic absenteeism attendance band. Even though they are pre-approved, these absences count towards the 17. If your student falls in the chronic absenteeism range, a pre-approval will not be granted.
- ✓ Academic review of classes shows student is on-track with work completion.
- ✓ No pre-approved absences will be given during Standardized Testing

Parent Completion:

Student Name		**Student Teacher**	
Pre-Approved Absence Date(s) Requested			
Reason for Absences			
How many days has your child been absent this school year?			
Is your child up to date with their schoolwork? If not, please explain.			
Parent Signature			

Administrative Review: For School Use Only

Attendance Review	Early Checkout: Late Check in: Satisfactory Attendance Record ☐ Attendance Concerns ☐	**Notes:** Prior: U (Unexcused): PI (Sick): AR (Assigned remote): PA (Pre-Approved): PR (Participate Remote): R (Religious): D (Death in Family):
Academic Review	Student On-Track with Work Completion ☐ Student Passing Grades ☐ Concerns with Missing Work ☐ Academic Performance Concerns ☐	**Notes:**

Approved:		**Assistant Principal Signature**	