



PRE-APPROVED ABSENCE REQUEST (please print or type)

Note: Have you considered requesting Remote Learning for this period? Click [HERE](#) for more detail.

Student's Legal Name: Grade:

Teacher: Student FCS ID Number (lunch number):

Requested Absence date(s):

Reason:

Parent/Guardian Name:

Parent/Guardian Email:

Parent/Guardian Phone Number: Date:

Parent/Guardian Signature:

It is the responsibility of the student and/or parent/guardian to complete this form and return it to the school's designee 5 days in advance of the requested absence. Pre-approved absences must be approved by the Principal or Assistant Principal. Before approving the request, school administration will consider the student's complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration will also consider the student's academic standing before approving these absences. Please refer to Fulton County Board Policies "JB Attendance," "JBD Absences and Excuses," and the Medlock Bridge Parent Handbook for further information regarding attendance.

FOR TEACHER USE ONLY
Current Academic Standing (indicate one):
 No Concerns Academic Concerns Regarding this absence (please specify): _____

FRONT OFFICE USE ONLY: Attendance to date: _____ Excused: _____ Unexcused: _____ PR: _____

ADMIN Approved: _____ Principal/Assistant Principal Signature: _____ Date: _____