



# WOLF CREEK ELEMENTARY SCHOOL

WHERE ATTENDANCE MATTERS  
ALL DAY, EVERY DAY!



## Pre-Approved Absences Form

### Pre-Approved Absences:

- Families/Students must formally request for students to be absent due to family events or other pre-approved absences at least 5 days before absence occurs. **Only the principal or assistant principal(s) can approve these absence requests.**

The student's complete attendance record including excused, unexcused, disciplinary, or other absence types will be reviewed before the school approves these absences. The school administration will also consider the student's academic standing before approving these absences.

**\*Please attach documentation if available.**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Phone: \_\_\_\_\_

Dates of absences: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

My child will be absent because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-Approval Needed for the following:

- 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, religious ceremony, 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

For School Use Only:

Circle One: Approved/Denied

Principal/Assistant Principal Signature: \_\_\_\_\_