

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.

Pre-approved absences may be requested for college visits, a travel opportunity with educational benefits, the graduation or wedding of a close family member, specialized educational experience, or a circumstance mutually agreeable to the parents and principal.

A student may request remote learning/pre-approved absences by completing this form and detailing the reason for the request. This form must be signed by each teacher and returned to the AP Office at least 5 days prior to the absence. Remote learning/pre-approved absences cannot be granted after the date of the absence. Remote learning will not be approved when the student has a major assignment due in class. All assignments missed during remote learning/pre-approved absences must be submitted within 2 days of the absence.

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	Major Assignment during this time?
1 st			☐ YES ☐ NO
2 nd			☐ YES ☐ NO
3 rd			☐ YES ☐ NO
4 th			☐ YES ☐ NO
5 th			☐ YES ☐ NO
6 th			☐ YES ☐ NO
7 th			☐ YES ☐ NO

Teacher signature acknowledges awareness of the absence and does not constitute approval of the absence.

Complete and return this form to the AP Office for administrative approval.

Attach an absence note signed by a parent/guardian to this form.

Office use only

Assistant Principal

Date

Received by Attendance Office

Date