Valley View High School

Future Focused/Vacation Pre-Approved Absence

Instructions to Complete This Form

1. Parent must sign or attach a note.
2. Student must date, sign, and take form to teachers.
3. All teachers' signatures are required.
4, Return form to office secretary for final administration approval.

Student & Absence Information

Student Name _____ Date of Request _____

I will be absent _____ day(s) Absence Date(s) _____

Reason for Absence (check one)

- ☐ Family
- ☐ Job Shadow
- ☐ College Visit
- ☐ Other Future-Focused Event
- ☐ Other (please specify) _____

Guidelines & Acknowledgement

I understand that to obtain credit for classwork missed, I must make all necessary arrangements with each of my teachers prior to the absence. All assignments received from the teachers prior to my absence will be due upon my return in order to receive credit.

Further, I understand that if this request is not approved by the Administration, non-attendance to school on this date will be treated as an unexcused/truant absence.

Parents: I understand the above guidelines and request approval of this absence.

_____ _____

Student Signature **Parent Signature**

Teacher Signature & Comments

	Teacher Signature	Yes	No	Comments
1st period		☐	☐	
2nd period		☐	☐	
3rd period		☐	☐	
4th period		☐	☐	
5th period		☐	☐	
6th period		☐	☐	
7th period		☐	☐	

Administrator Approval

_____ _____

Administrator Signature Date