CACHE COUNTY
SCHOOL DISTRICT

RIDGELINE HIGH SCHOOL

STUDENT REQUEST FOR PRE-APPROVED ABSENCE

STUDENT'S NAME: _____

TODAY'S DATE: _____

Please note the following steps you need to take in requesting a pre-approved absence for vacation or special leave of absence. This form must be completed and turned in 1-5 days prior to your absence. If it exceeds 5 school days, please talk to your counselor.

1. Your leave may affect your grade and you will be responsible for collecting and making up the work you miss while you are gone. Missing school will still count against your attendance percentage and eligibility.
2. Take this form to each one of your teachers and have each one fill it out below. (Release time not needed)
3. One of your parents or guardians must sign the form indicating approval of this request. Without this signature, your request cannot be approved.
4. Your teacher's signature indicates her/his willingness to work with you regarding make-up assignments. Make-up work has to be done in a timely manner and is not the responsibility of the teacher to initiate.
5. After you have all the necessary signatures, please turn the form into the main office before leaving.

_____ _____ _____

Student Signature | Parent Signature | Administrative Approval

DATES YOU ARE REQUESTING TO BE GONE:_____
REASON FOR THIS ABSENCES: _____

This section is to be completed by your teachers.

HR.	Current Grade:	Teacher Signature:	Comments:
1.			
2.			
3.			
4.			
5.			

Please note that all school work missed during this absence must be made up, in a timely manner