FULTON COUNTY SCHOOLS

INNOVATION ACADEMY

A STEM MAGNET HIGH SCHOOL

Scott Kent: Principal
Agnes Browning: Assistant Principal
Megan Endicott: Assistant Principal
Scott Hetherington: Assistant Principal
Avery White: Assistant Principal

PRE-APPROVED ABSENCE FORM

Student Name _____ Grade _____ Dates of Absence _____

Is a **note or documentation attached** for your absence including parent/guardian approval? YES NO

Do you plan to Participate Remotely* on the dates of your absence? YES NO
*See attendance page of website for details of Participate Remotely. Participate Remotely is not available out of the country.

1. Student must circulate this form to all teachers for their signatures.
2. The request should be made at least FIVE SCHOOL DAYS IN ADVANCE of the absence.
3. Students have equal the number of school days of the absence to complete any late/missing assignments, assessments, or tasks for full credit.
    a. After equal number of school days, late penalties may be deducted per the teacher syllabus.
4. Completion and submission of this form does not guarantee that the absence will be excused.

Period	Course Name	Teacher Signature	MAJOR during this time? Yes or No	Teacher Comments If Needed *If student wants to Participate Remotely it CAN NOT be a major assessment day
1				
2				
3				
4/5				
6				
7				
8				

*Office Use Only

Date Received in Office _____ Total Current Absences _____ AP Assigned: Browning Endicott Hetherington White

Approved – Excused Denied – Unexcused Reason Unexcused:_____

Administrator Signature_____

Attendance Clerk Signature/Date Received from Administrator_____

Date Parent and Student Notified _____