



Pre-Notification of Absence for Secondary Students

If your student will be absent for any reason other than illness, doctor appointment, or school function, this form must be completed and turned in to the Secondary Office for approval at least one week prior to the absence. If plans change after approval, please notify the office immediately. If approved, attendance will be marked as “Absence Excused.”

Student Name (printed)	
Dates of Absence	
Reason for Absence	

Student Responsibility:

- Return this form to the Secondary Office.
- Get all of your assignments from your teachers or Canvas.
- Complete them during your absence.
- On the day of your return all work must be turned in or you will receive a zero on each assignment not turned in.
- Tests must be completed within 3 days of your return. Make arrangements with your teacher to complete tests.

I understand and agree to the above requirements.

Date Form Submitted by Student	
Student Signature	
Parent Signature	
Office Use Only	
Secondary Principal Signature	
Excused Absence Granted (initial and date)	
Excused Absence Denied (initial and date)	