

REQUEST FOR PRE-APPROVAL FOR EXCUSED ABSENCE DURING FAMILY TRAVEL

In consideration of the teachers and for the sake of student learning, we ask that submission for a pre-approved of absence occur at least one month prior to planned travel. Parent(s)/guardian(s) and student(s) must submit the following documentation to the Director (or Assistant to the Director). Please arrange pre-approval *before* purchase of non-refundable travel arrangements.

Name(s) of student(s) _____

Dates or proposed travel: _____ to _____

Number of days of school student(s) will miss _____ (NOT TO EXCEED 4)

PLAN TO MAKE-UP WORK ATTACHED and SIGNED BY EACH INSTRUCTOR ON THIS FORM

Period	Class	Signature
zero	_____	_____
1 st	_____	_____
2 nd	_____	_____
Block	_____	_____
Block (if absence straddles two blocks)	_____	_____

Pre-approval for family travel is:

- GRANTED
- NOT GRANTED

Kael Sherrard, Director (or Designee)