

Augusta Raa Middle School – Home of the Rams

Dr. Marcus Scott, Principal
Mr. Logan Crouch, Assistant Principal
Mr. Kelly Lynch, Assistant Principal
Dr. Kiffani Browning, Assist Principal
Ms. Cathy White, Dean of Students



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Tel: (850) 488-6287 Fax: (850) 922-5835
Website: www.leonschools.net/raa

Pre-Arranged Absence Request

This form is due no later than 3 days before the absence(s) is/are to occur

TO: School Administration
FROM: Parent/Guardian
RE: Request to have absence(s) excused

Please excuse child (student name) _____ Grade _____

On the following date(s): _____

For (reason for absence; attach documentation as appropriate):

Educational Benefit of absence (required for approval):

I am aware of the State of Florida policy that it is the responsibility of the parent for their child's school attendance. It is the sole discretion of the principal or his designee to excuse absences based on the necessity of the trip, the student's academic/discipline standing, past attendance records, and other pertinent information before granting an excused absence.

Parent/Guardian signature _____

Home or Cell Phone number: _____ Work Phone Number: _____

Date: _____

****You will be notified if this request is denied****

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(All information below dotted line will be filled out by school personnel)

REQUEST APPROVED – absence will be recorded as excused: _____

REQUEST DENIED – absences will be recorded as unexcused: _____

Administrator Signature _____ Date: _____

****PLEASE RETURN THIS FORM TO THE FRONT OFFICE****

"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."