

Leon High School



Pre-Arranged Absence Request

(Due at least one week before the absence is to occur.)

TO: Leon High School Administration
FROM: Parent/Guardian
RE: Request to have absence excused

Please excuse my son/daughter _____ Grade _____

On the following date(s): _____

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

Must be completed by the teacher prior to admin.'s approval

Period	Class Teacher Signature	Assignment

I am aware of the State of Florida policy that students in grade 9-12 are expected to be in school for 180 days to be eligible to receive credit. **A student must meet course requirements and be present 135 hours for a year course (67.5 hours for a semester course).** Therefore, students with unexcused absences totaling 10 or more per semester MUST earn a passing grade on the semester exam in order to be eligible to receive credit in that class.

Pre-arranged absences require pre-approval from the Administrator of Attendance and must be submitted A WEEK IN ADVANCE. In addition, students who are requesting to be absent for two (2) or more days for an "Educational Trip" must provide a one-page double spaced typed essay within three (3) days of their return to school. Failure to submit the request a week in advance will also require an essay to excuse the absence. College visits require attached documentation of the appointment and confirmation of the student's attendance at the college tour/visit when student returns. Students may not have an attendance failure when making this request.

Parent/Guardian signature: _____

Home or cell phone number: _____ Work phone number: _____ Date: _____

Request Approved - absence will be recorded as excused: _____

Request Denied - absence will be recorded as unexcused: _____
(You will be notified if the absence will be unexcused)

Administrator signature: _____ Date: _____

**** Please return this form to the Attendance Office ****