



GRIFFIN MIDDLE SCHOOL

Pre- Excused Absence Form

Student's Name: _____ Grade: _____

Homeroom/1st Period Teacher: _____

Reason for Absence: _____

Parent/Guardian Signature _____

Phone Number () _____ Date _____

*****TO BE COMPLETED BY TEACHER*****

Period	Classroom Teacher Signature	Assignment
A.		
B.		
C.		
D.		
E.		
F.		

FOR OFFICE USE ONLY

_____ Request Approved _____ Request Denied

X _____ Date _____

Administrator's Signature

The Pre-Excused Absence Form should be completed with all signatures and turned in to the Front Office at least one week prior to the expected absence. Be specific and clear regarding the reason for the absence.