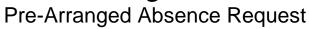
## Leon High School





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

TO:	Leon High School Adm	ninistration	
FROM:	Parent/Guardian		
RE:	Request for pre-arrang	jed absence	
Please ex	cuse my son/daughter		Grade
On the foll	lowing date(s):		
For (reaso	on for absence: attach docu	mentation as appropriate):	
			14.
	*Must be com	apleted by the teacher prior to admin.'s ap	proval*
Period	Teacher Signature	Assignment	
eligible to re (67.5 hours	eceive credit. A student must s for a semester course). The	hat students in grade 9-12 are expecte meet course requirements and be prefore, students with unexcused absencer exam in order to be eligible to receive	resent 135 hours for a year course ces totaling 10 or more per semester
ADVANCE "Education to school. the absence and confin	Students who are request nal Trip" must provide a one Failure to submit the reque ce. Official college visits do rmation of the student's at	proval from the Administrator of Ating to be absent for two (2) or more-page double spaced typed essay wast a week in advance will require an onot require an essay, however, dottendance at the college tour/visit or more unexcused absences whe	ore days outside the scope of an within five (5) days of their return n essay before the trip to excuse ocumentation of the appointment is required when the student
Parent/Gua	ardian signature:		
Home or ce	ell phone number:	Work phone number:	Date:
Re	quest Approved - absence re	ecorded as excused:	
Re	quest Denied - absence reco	rded as unexcused:	
		(Explanation)	
Administrat	or signature:		Date: