

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 for pre-arranged absence

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 submitted a WEEK IN ADVANCE. Students who are requesting to be absent for two (2) or more days outside the scope of an "Educational Trip" must provide a one-page double spaced typed essay within five (5) days of their return to school. Failure to submit the request a week in advance will require an essay before the trip to excuse the absence. Official college visits do not require an essay, however, documentation of the appointment and confirmation of the student's attendance at the college tour/visit is required when the student returns. *Students may not have four or more unexcused absences when making a pre-arranged absent request.

Parent/Guardian signature: _____

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

Request Approved - absence recorded as excused: _____

Request Denied - absence recorded as unexcused: _____
(Explanation)

Administrator signature: _____ Date: _____

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