

## Griffin Middle School Pre-Excused Absence Form

Student's Name \_\_\_\_\_ Grade: \_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Specific Reason for Absence: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

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

PERIOD	TEACHER SIGNATURE	ASSIGNMENT
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		
<b>E</b>		
<b>F</b>		

The Pre-Excused Absence Form should be completed with all signatures and turned in to the Registrar (Guidance Office) at least one week prior to the expected absence.

**ASSIGNMENT:** If the pre-approved absence request exceeds 3 days, the student will be required to turn in a one page report to the Registrar (Guidance office) which will be given to the Administration. Reports may cover any aspect of the absence (travel, new experiences, lessons learned). This report is due upon the student's return to school.

### FOR OFFICE USE ONLY

\_\_\_ **Request Approved**

\_\_\_ **Request Denied**

\_\_\_\_\_  
Administrator's Signature\*

\_\_\_\_\_  
Date

**\*Requests are invalid without administrator's signature.**