

MAPLETON LOCAL SCHOOLS
APPLICATION FOR PRE-EXCUSED ABSENCE

This application should be turned in to the Principal two (2) days before the absence to determine excused or unexcused status.

Today's Date: _____ Student Name: _____

Requesting to be absence from school on the following date(s): _____

Reason for Absence:

Family Vacation (explain): _____

Work at Home (explain): _____

County Fair – Project: _____ Date(s) of Show: _____

College Visitation (limit of 2) – College: _____

Guidance Counselor's Signature: _____

Other (explain): _____

In every case of pre-excused absence, it is the student's responsibility to obtain the assignments for each class prior to the absence and turn in completed work upon returning to school. If work is not completed under the above guidelines, an "F" will be recorded for the incomplete assignments and figured into the total grade.

I fully understand the conditions for receiving credit for assignments during my absence from school.

 Student's Signature

 Date

I am fully aware of my child's absence and the conditions that go with it and hereby grant my permission.

 Parent's/Guardian's Signature

 Date

Office Use Only:

Approved Disapproved

 Principal's Signature

 Date

If approved, the student should inform teachers of the date(s) of absence so that special arrangements can be made for make-up work.

The signatures of the teachers indicate that they have knowledge of my absence.

Period	Subject	Initials	Period	Subject	Initials
1			5		
2			6		
3			7		
4			8		