

PRIOR APPROVAL ABSENCE REQUEST FORM
ENTERPRISE HIGH SCHOOL

In order to request prior approval for an absence, the information below must be filled out and turned in to the attendance office at least 3 days prior to the requested absence. By turning in this form, you are acknowledging that you have arranged for prior completion of your work and are aware of the effect missing school has on academics.

Prior to making a determination regarding approval of this absence, a student's academic and attendance record will be reviewed by administration.

Student Name _____ Grade _____ Dates of Requested Absence _____

Reason for Absence _____

Students are not to interrupt classes to obtain signatures

	Permission is granted (Teacher signature below)	Permission NOT recommended (Teacher signature below)	Comments
1 st Block			
2 nd Block			
3 rd Block			
4 th Block			

A parent / guardian signature indicates awareness and approval of this anticipated absence.

Parent Signature _____

Date _____

If you have any questions, please contact the attendance office at 334 347-2640.

For Administrative Use Only

Administrative Approval _____

Comments _____