

Principal's Prior Permission Absence Request Form

This form must be submitted to EACH principal for EACH student at least 20 days prior to the date of absence.

Student: _____ Grade: _____

School: _____ Date(s) of Absence(s): _____

Reason for Absence (use back of form if additional space is needed)

Do you have other school-aged children who will be absent for the same reason? YES NO

If yes, list names and schools attended below:

Name School

Name School

Name School

Parent Signature: _____ Date: _____

Email address: _____ Cell Phone: _____

A student cannot exceed five (5) Principal's Prior Permission (6X) absences per school year.

For Principal Use Only

Number of 6X absences to date: _____ Approved YES NO

Parent notified by _____ Email or _____ Phone on _____ (date)

Principal's Signature: _____ Date: _____

Place in student's cumulative folder