

WEBSTER MIDDLE SCHOOL PREAPPROVED ABSENCE FORM

Student: _____ Grade: _____

Date(s) of Absence: _____ Total Days: _____

Reason for Absence: _____

Period	Class	Teacher Initials	Assignments
1			
2			
3			
4			
5			
6			
7			
8			

- This completed form must be submitted to the office in order to qualify for a preapproved absence. Preapproved absences are done to insure that students are excused for their preapproved days and to communicate in advance with teachers and the attendance officer.
- Preapproved absences are still included in the total count of 10 maximum excused absences allowed per year. Any preapproved absence over the 10 maximum may be considered unexcused.
- School policy states that make-up work must be handed in within two school days for each day absent in order to receive full credit.

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____