



**Prestonwood Christian Academy
Upper School Pre-Approved Absence Request Form**

*Students are allowed **five** pre-approved absences per year. They are recorded as excused absences. Of these five pre-approved absences, juniors and seniors may take **three** of them for college visits, which are not counted as absences at all in terms of exemptions from exams.*

Please complete this form and return it at least five days in advance of absence.

Name of Student _____ Date of Request _____

Date(s) of Requested Absence _____

Reason for Absence: _____

Parent's Signature _____

Step 1: Please submit this form to Mrs. Pattillo to have her fill in the following:

Number of pre-approved absences already used: ____; College visits ____

Mrs. Pattillo's Signature _____

Step 2: Please submit this form to Mr. Euler or Dr. Rodgers for approval.

Administrator's Signature _____

Step 3: Please submit this form to the teachers whose class you will miss when you are absent.

Teachers: Please have students write on a separate sheet of paper any assignments that they must turn in before their absence.

Period	Class	Signature of Teacher
1		
2		
3		
4		
5		
6		
7		

Step 4: Submit complete form to Mrs. Pattillo.