

RIDGELINE HIGH SCHOOL

STUDENT REQUEST FOR PRE-APPROVED ABSENCE

STUDENT'S NAME: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

Please note the following steps you need to take in requesting a pre-approved absence for vacation or special leave of absence. If it exceeds 10 school days, please talk to your counselor.

1. Your leave may affect your grade, and you will be responsible to collect and make up the work you missed while you are gone.
2. Take this form to each one of your teachers and have each fill out the form below.
3. One of your parents or guardians must sign the form indicating approval of this request. Without this signature your request cannot be approved.
4. Your teacher's signature indicates her/his willingness to work with you regarding make-up assignments.
5. After you have all the necessary signatures, please turn the form into the main office before leaving.

DATES YOU ARE REQUESTING TO BE GONE: \_\_\_\_\_

REASON FOR THIS ABSENCES: \_\_\_\_\_

TEACHER SIGNATURES:

<u>HOUR</u>	<u>SUBJECT</u>	<u>CURRENT GRADE IN CLASS</u>	<u>TEACHER SIGNATURE</u>
1 <sup>ST</sup>	_____	_____	_____
2 <sup>ND</sup>	_____	_____	_____
3 <sup>RD</sup>	_____	_____	_____
4 <sup>TH</sup>	_____	_____	_____
5 <sup>TH</sup>	_____	_____	_____

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Administrative Approval

**\*Please note that all school work missed during this absence must be made up, in a timely manner\***