

Prior Approval Form for Extended Absences

Use for three (3) or more consecutive school days

This form notifies teachers of an extended leave and to facilitate coordination of missed work. If a student misses more than ten (10) days of school, it is possible and likely that the student will not receive credit for the term. Please talk to administration about different education options. This form must be completed and turned into the main office **before** the student is absent. **If approved, this allows the student to avoid attendance penalty.**

Student Name _____ Grade _____ Student Number _____

Parent Name _____ Phone Number _____

Dates of absence request: _____ Total School Days Missed: _____

Reason for absence: _____

Student must talk to all their teachers and have them fill out the following:

Class	Teacher Initials	All missed work is due:	Comments
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	
		☒ before departure ☒ upon return ☒ by end of term	

The student accepts responsibility for getting materials/notes, completing assignments, and making arrangements for any testing prior to or upon return of absence as required by each teacher. The student realizes that any absence may adversely affect grades due to missed labs, participation points, etc.

Student Signature: _____ Date: _____

Parent/Guardian: Please review and sign this form. I realize that any absence from school may adversely affect my child's academic performance and result in missed participation points, labs, guest speakers, etc. If approved, this allows the student to avoid attendance penalty, but it does not excuse assignments, tests, etc.

Parent/Guardian Signature: _____ Date: _____

Administrative Response: Approved Denied

Reason for denial:

Administrative Signature: _____ Date: _____

* Forged signatures are handled as a violation of the Provo School District Safe and Orderly Schools Policy.