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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher Initials</th>
<th>All missed work is due:</th>
<th>Comments</th>
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</table>

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.