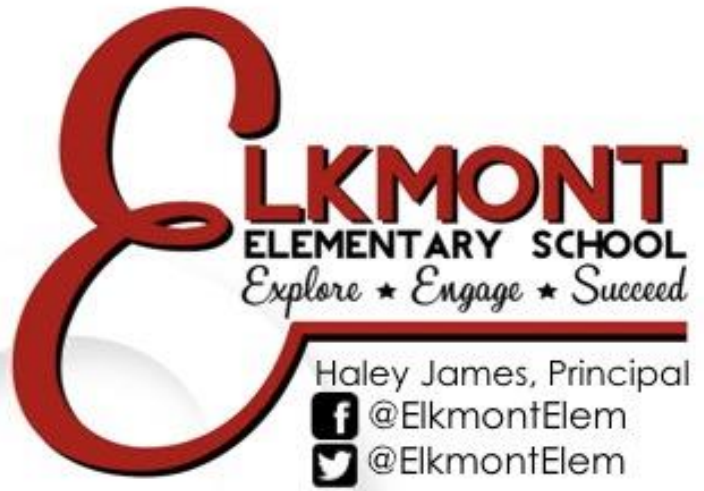


Request for Principal Approval for Absence



Parents are to complete the following and return to the principal's office prior to the planned absence: (please print)

Today's Date: _____

Student Name _____ Grade _____

Homeroom Teacher: _____

Date(s) of planned absence: _____

Reason for absence: _____

Parent's name: _____ Phone: _____

Parent's Signature: _____

The **Student Handbook** states: A student shall be excused for the absence from school if there are demands which in the opinion of the principal merit an excused absence.

Note: This absence must have **PRIOR** approval in order to be excused and students are limited to taking **two** principal excused days per year. This excused absence is for the school day and does not apply to extra-curricular activities. Students will need sponsors approval to be excused from these activities. **THIS REQUEST IS NOT VALID DURING 9 WEEK OR SEMESTER EXAMS!**

Approved _____

Not Approved _____

Administrator Signature _____

Creating *Critical Thinkers* For a *Successful Future*

26010 Vaughn Street, Elkmont, Alabama 35620 (P)256.732.4291 (F) 256.732.3418