



**Kings Local School District
Pre-Approved Absence Request**

STUDENT _____ GRADE _____ TEACHER _____

Directions: The parent is to complete the top section of the request and submit it to the Data Specialist-EMIS secretary who will complete the middle section. It will then be sent to the Principal for a final determination. Please submit seven (7) days in advance of the first day of absence.

No more than 5 days a year will be permitted for pre-approved absences. Pre-approved absences are counted within the 8 days allowed. Any day after this requires a doctor's excuse.

Parent's Section

Absence to begin on (date) _____

Student will return on (date) _____

Number of school days requested _____

Homework requested for absence (if possible) Yes _____ No _____

I understand that my child is responsible for completing the school work when he/she returns to school.

Parent Signature

Date

Secretary's Section

Please attach current attendance and grades in all subjects for the Principal to review.

Principal's Section

Pre-approved absence:

Approved (Excused) _____ (Dependent on attendance at the time of the absence)

Not approved (Unexcused) _____

(If approved, it is the responsibility of the parent/student to request make-up work with each teacher.)

Principal's Signature

Date