



## Pre-Approved Occurrence Request

Student: \_\_\_\_\_ Grade: \_\_\_\_ Teacher: \_\_\_\_\_

**Directions:** The parent is to complete the top section of the request and submit it to the Attendance Secretary. Please submit seven (7) days in advance of the first day of the occurrence.

Please be advised that pre-approved occurrence counts are counted within the district's yearly (12) occurrence allotment. Student's are only allotted (12) occurrences per school year. All of the following types of absences will be counted as (1) occurrence: tardies, early releases, full days and/or partial days. Any day after the (12) allotted occurrences would require a medical note to be excused. Medically excused occurrences do not go towards a student's allotted occurrence for the school year. Please refer to the district's "Attendance Code of Conduct" for further information.

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### Parent's Section:

Occurrence to begin on (date): \_\_\_\_\_

Student will return on (date): \_\_\_\_\_

Number of occurrences to be used: \_\_\_\_\_

Homework requested for occurrence (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

Parent Email: \_\_\_\_\_

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### Secretary's Section:

# of Occurrences at time of request: \_\_\_\_\_ Date Calculated: \_\_\_\_\_

Please attach the student's full attendance for principal review.

### Principal's Section:

Approved (excused) \_\_\_\_\_ (Dependent on attendance on the start date of the occurrence)

Not Principal approved (unexcused) \_\_\_\_\_

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

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date: