

# Absence Pre – Approval Form

Education Code and IUSD Board Policy allow students to be pre-approved for excused absences that are determined to be for justifiable personal reasons.

Justifiable Personal Reasons include:

- Travel for seniors to a college visit
- Volunteering as a poll worker for local, state and/or national elections

**TO BE EXCUSED FROM AN ABSENCE DUE TO THE ABOVE CIRCUMSTANCES, THIS FORM MUST BE COMPLETED AND TURNED INTO THE ATTENDANCE OFFICE PRIOR TO THE FIRST DAY OF ABSENCE.**

If the absence is pre-approved, the attendance record will show a “V” – verified excused absence, for the days that the student is not present.

If this form is not completed and turned in prior to the first day of absence, the attendance record will show a “U” – unexcused absence.

Student Name \_\_\_\_\_ Short I.D. \_\_\_\_\_

Days of absence: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Proof of participation (i.e. College flyer/agenda; signature of poll supervisor) must be turned into the Attendance Office upon return from absence in order to maintain “excused” status.***

Approved by:

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_