

PRE-PLANNED ABSENCE APPLICATION

To be submitted to the attendance office at least 5 days prior to absence

Student: _____ Grade _____

Date(s) of Absence: _____

Green Day

Gold Day

Class	Teacher	Class	Teacher
1. _____	_____	1. _____	_____
2. _____	_____	2. _____	_____
3. _____	_____	3. _____	_____
4. _____	_____	4. _____	_____

Complete all missed work and assignments in the time frame that was agreed upon with their teacher.

Purpose of Request (circle one): **Family / Religious** **Non-School Related**
College Visit

**To be eligible for a school-approved college visit documentation must be provided following visit.

~Two college visit days per school year is the limit for juniors and seniors. A college visit absence will not be counted against student's perfect attendance or ECAP level.

~ Please request a verification excuse from the college/university certifying the time and date of your visit. Please submit verification excuse to the NHS Attendance Office upon your return.

Reason for Absence: _____

Student Signature

Parent Signature

Date received in attendance office: _____

Request status (circle one) Granted or Denied

If denied, denial was based on: _____

Dawn Gage, Student Attendance Manager