

PRIOR APPROVAL ABSENCE REQUEST FORM  
ENTERPRISE HIGH SCHOOL

In order to request prior approval for an absence, the information below must be filled out and turned in to the attendance office (office 134) at least 3 days prior to the requested absence. By turning in this form, you are acknowledging that you have arranged for prior completion of your work and are aware of the effect missing school has on academics.

Prior to making a determination regarding approval of this absence, a student's academic and attendance record will be reviewed by administration.

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Student Name	Grade	Dates of Requested Absence
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Reason for Absence

**Students are not to interrupt classes to obtain signatures**

	Permission <b>is granted</b> (Teacher signature below)	Permission <b>NOT recommended</b> (Teacher signature below)	Comments
1 <sup>st</sup> Block			
2 <sup>nd</sup> Block			
3 <sup>rd</sup> Block			
4 <sup>th</sup> Block			

A parent / guardian signature indicates awareness and approval of this anticipated absence.

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Parent Signature	Date
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If you have any questions, please contact the attendance office at 334 347-2640.

For Administrative Use Only

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Administrative Approval

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Comments