



## Pre-Approved Absence Request

### Student Information:

- Student Name: \_\_\_\_\_
- Grade Level: \_\_\_\_\_
- Date Submitted: \_\_\_\_\_

### Absence Information:

- Date of Absence (Start): \_\_\_\_\_
- Date of Absence (End): \_\_\_\_\_
- Reason for Absence (Doctor note required for extended illness): \_\_\_\_\_

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### Pre-Approval:

I **understand** that pre-approved absences are only for Tallahassee Collegiate Academy (TCA) high school courses and do not apply to any college courses I may be enrolled in. I will need to speak with my individual college professors regarding any absence from those courses. **Student Initials:** \_\_\_\_\_

### Missed Work:

I **understand** that I am still responsible for making up all missed work during my absence. I will communicate with my teachers upon my return to obtain any assignments and complete them according to their instructions. **Student Initials:** \_\_\_\_\_

### Teacher Acknowledgement:

**Please Note:** This section must be pre-filled out by the student with the corresponding teacher's name and then signed by each teacher in advance, acknowledging their awareness of the absence. **Teachers are not required to provide all missing work details at this time.**

Period	Teacher Name	Signature	Missed Work (Brief Description)
1			
2			
3			
4			

### Approval:

- Parent/Guardian Signature: \_\_\_\_\_ (Date)
- Principal (or Designee) Signature: \_\_\_\_\_ (Date)

**Directions for Students:**

1. Complete this form and obtain a doctor's note if your absence is due to extended illness (3 or more days).
2. **Before your absence:** Obtain your parent/guardian's signature. Then, have this form signed by your principal at least 5 school days beforehand. Finally, present it to each of your teachers during their class time to get their signature and information on missed work.
3. **Upon your return:** It is your responsibility to follow up with each teacher to obtain all missing assignments and complete them according to their instructions. Utilize the "Missed Work (Brief Description)" section for reference.

**Directions for Teachers:**

1. Upon receiving this form from a student, review the reason for absence and briefly describe the anticipated missed work in the "Missed Work (Brief Description)" section.
2. **Teachers are not required to provide all missing work details at this time.**
3. Advise the student on how they can obtain the missed work and complete any assignments upon their return (e.g., see a classmate's notes, check online classroom portal).
4. Sign and return the form to the student.