



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): _____

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.