

HMK PRE-ARRANGED ABSENCE FORM

_____ Student Name

_____ Grade

_____ Teacher

_____ Today's Date

List dates you are requesting to have Pre-Approved by Principal: _____

Reason for Absence(s):

Please note that according to GCSD policy and Utah Code a parent must request principal approval for a pre-arranged absence **at least 2 days in advance** of the absence, but that filling out this request does not guarantee approval. The principal must deem that the requested absence will not adversely impact the student's education. The school does not guarantee pre-collection of work the student will miss during the absence. Upon return, the student is given two days per each day absent to hand in work missed during the absence. It is the responsibility of the parent to oversee the completion and submission of work missed by the child during the absence. *It is the parent's responsibility to call the school to find out whether the absence was approved or denied.*

_____ Pre-Approval GRANTED

_____ Pre-Approval DENIED

Principal Signature _____

Date _____

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Principal Signature _____

Date _____