



ELMORE COUNTY BOARD OF EDUCATION

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Richard E. Dennis, Superintendent
Jason M. Mann, CSFO

Elmore County Public Schools

K-12 Student Permission for Pre-approved Absence(s)

Student Name _____ Date _____

Date of Absence(s) _____

I am requesting to miss school for the following reasons:

I understand that it is my responsibility to gather assignments from my teachers prior to this absence and make up any work missed during this absence. I agree to turn in all assignments within two days of my return to school and make up any labs, reports, notebook, or other major projects within three days of my return to school. The absences will be coded as unexcused in our student management system and will be changed to administrator approved when the **5-paragraph essay** has been completed and submitted. Graded assignments missed will be given upon return to school without remedial instruction. Thank you.

Student Signature

Parent/Guardian Signature

Date

Date

****The student must write a 5-paragraph essay describing the trip/event in which they attend. Please be descriptive. The absence will be approved when the completed essay is turned in to Ms. Robinson.**

Middle/High School Permissions:

Show this form to all teachers and get them to sign that they have been informed of the absence(s) and then return it completed to the attendance office.

1st Period _____

5th Period _____

2nd Period _____

6th Period _____

3rd Period _____

7th Period _____

4th Period _____

Principal _____

For Administrator completion:

APPROVED

DISAPPROVED

NEED MORE INFORMATION

Every student empowered. Every student succeeds.

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Dale Bain-Vice Chairman

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