

OAKFIELD MIDDLE/HIGH SCHOOL
PRE-EXCUSED ABSENCE REQUEST FORM

NOTE: This form must be signed by the **parent/guardian and all teachers (for periods that will be missed)**, prior to turning in to the office. After the form is completed, return it to the main office at the Middle/High School for approval.

Student _____ Grade _____

Date(s) of absence _____ Total school days missed _____

Reason for absence _____

This form is to be completed and returned to the Middle/High school office 3 days prior to the absence.

Parent Signature _____ Date _____

Period	Subject	Assignments	Teachers Signature	Date

For School Office Use Only

Absence category

- I. _____ regular excused absence II. _____ school related/school sponsored
III. _____ unexcused absence IV. _____ funeral
V. _____ other (explain) _____

Principal's Signature _____ Date _____