



Official Form of Ogden Preparatory Academy

7. Students

7.01.TPL.5 Absence Pre-Approval Form

Effective/Revision Date: 09/19/2023

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For signing purposes, a complete form is page 1 and 2.

Student Name:	
Date(s) of Absence:	Reason for absence:
Guardian Name:	Guardian Signature:
Guardian Contact (email or phone):	
Instructions: <ul style="list-style-type: none">• Completing the above information• The student should discuss the pending absence with each teacher. After discussing the requirements of each course during the absence, the teacher will sign the form.• Any notes or assignments required should be noted on a different paper or through digital means.• A completed form should be given to the front office prior to the absence in order to prevent being withdrawn from enrollment.• If a withdrawal occurs, the student may be re-enrolled upon returning.• If absence exceeds 10 days, administrator approval is required at the bottom of this form.	
Course <i>Please add the course title next to the period number.</i>	Teacher Signature Teacher should sign this form following discussion of requirements.
A1:	
A2:	
A3:	
A4:	
A5:	

Course <i>Please add the course title next to the period number.</i>	Teacher Signature Teacher should sign this form following discussion of requirements.
B1:	
B2:	
B3:	
B4:	
B5:	
To be completed by office staff. Date received:	Received by:

Administrator Approval (If required):	
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Document History

Approved: 12/14/21 Initial creation.
Revised: 9/13/23 Added 5th period in course schedule; added administrator signature.

Legal References