



# OGDEN PREPARATORY ACADEMY

## Official Form

### 7. Students

#### 7.01.TPL.5 Absence Pre-Approval Form - Elementary

Effective/Revision Date: 01/26/2024

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*For signing purposes, a complete form is page 1.*

**Student Name:**

**Date(s) of Absence:**

**Reason for absence:**

**Guardian Name:**

**Guardian Signature:**

**Guardian Contact (email or phone):**

#### Instructions:

- Complete the above information.
- The student or guardian should discuss the pending absence with the homeroom teacher. After discussing the requirements during the absence, the teacher will sign the form.
- Any notes or assignments required should be noted on a separate 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- A completed form should be given to the front office prior to the absence in order to prevent being withdrawn from enrollment.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 can re-enroll via the lottery.
- If the absence will exceed 10 days, administrator approval is required at the bottom of this form.
- A copy of this completed form will be maintained in the student's file.

**Homeroom Teacher Signature:**

To be completed by office staff.

**Date received:**

**Received by:**

**Administrator Approval:**

(Required if the absence will exceed 10 days)

Document History

*Approved: 1/26/2024*

*Initial creation*

Legal References