



OGDEN PREPARATORY  
ACADEMY

**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.*

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• A completed form should be given to the front office prior to the absence in order to prevent being withdrawn from enrollment.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

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

|  |  |
|--|--|
| <b>Administrator Approval (If required):</b> |  |
|--|--|

Document History

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

Legal References

|   |             |
|---|-------------|
| <b>7.01.TPL.1 Absence Pre-Approval Form</b> |             |
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