



Pre-Excused Absence Request Form

Name of Student(s): _____

Grades of Student(s): _____

Dates requested to be off: _____

Reason for the absence request (Please be specific so that we can determine if the absence will be excused or unexcused)

Parent Signature: _____

Note: This form must be submitted to Mrs. Reisberg at freisberg@heritage-academy.net at least 1 week in advance in order for the absence to be considered for being excused. Without this form, all advanced (other than sickness) absences will be counted as unexcused.

This form is only a request form. Just because it is submitted does not mean that it will be approved as excused. Students are only allowed to miss a certain number of days and that will play a factor in approval as well as the reason for the request.

We will only reach out to you if we have any questions or concerns.