

Student Pre-Excused Absence Form
(Teacher sign-off)

To participate in a pre-excused absence or any activity that requires a pre-excused absence form, a student must secure the signature of each teacher whose class he/she will miss. It is the student's responsibility to secure all signatures before returning this form to the dean. **Deadline for the completion of this form is two weeks prior to the date of the absence.** Failure to submit the completed form on time will result in the student not being allowed to take part in a pre-excused absence.

Name of Student _____ ID# _____

Dates of Absence _____

Reason for Pre-Excused Absence _____

Dean Signature _____

Department Chair _____ Principal Signature _____

List subjects to be missed and secure each teacher's comments and signature.

Subject	Teacher Name / Signature	Comment
1 st period _____	_____	_____
2 nd period _____	_____	_____
3 rd period _____	_____	_____
4 th period _____	_____	_____
5 th period _____	_____	_____
6 th period _____	_____	_____
7 th period _____	_____	_____

St. Johns County School Board Parent Release Form

I understand that my son/daughter has requested a pre-excused absence. I have read the teachers recommendations and comments. I understand that it is my child's responsibility to make up work that he/she misses during the time of absence. The student must contact the teacher prior to the absence to arrange for make- up work.

Signature of Parent or Guardian _____ Date _____