



NORTH STAR CHARTER SCHOOL

Extraordinary Absence Pre-Approval Form

Student Name: _____ Student Grade: _____

Reason for Planned Absence: _____

Date/s of Absence: _____

In order for this to be an approved extraordinary absence, student must:

- Be in good standing with their academic achievement in all core subject areas.
- Have no missing classwork or homework.
- Be in good standing with their behaviors.
- Have 3 or less unexcused absences (see policy for what absences are excused).
- Not have over 5 tardies (AM or PM).
- Have this form completed and signed by the parent, teacher and administrator at least 1 week prior to absence.

Current Grades and Teacher Signatures

1st Period	2nd Period	3rd Period	4th Period	5th Period	6th Period

Current Absences and Tardies (completed by office secretary)

Total Absences	Total Tardies	
PC: _____ (Unexcused) P: _____ (Admin Excused) Other: _____	Unexcused: _____ (Unverified) Medical: _____ (Excused, with Note) T: _____ (Excused, w/ note) X: _____ (Unexcused)	

Parent's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

This form must be completed for each extraordinary absence. It can't be completed earlier than 2 weeks before the event in order for the data entered to ☐ccurate and for the administrator ☐ to give approval.

Approved as Excused

Approved as Unexcused

Explanation: _____