

**STAUNTON RIVER HIGH SCHOOL  
PRE-Scheduled ABSENCE FORM**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Dates of Absence(s): \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Parent/Guardian Signature to Verify Note: \_\_\_\_\_

Please have all of your teacher's initial below and return this form to the Attendance Secretary. *Remember you will still be responsible for making up all missed work.*

- 1. Absences should be submitted at least a week prior of day(s).**
  - 2. Parent signature on form along with a note describing the day(s) absent.
  - 3. Signatures from all teachers
- You are reminded that the day(s) you have scheduled will count toward your 6-day absence limit for the semester and truancy charges still apply.

*Teacher's Initial Below regarding possible absence notification:*

Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7

Administrative Signature: \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Attendance Secretary: \_\_\_\_\_

***A copy will be filed in the student's attendance file. You are reminded that the day(s) you have scheduled will count toward your 6-day absence limit for the semester and truancy charges still apply.***

---

**Office Use Only:**

\_\_\_\_ Date Received

\_\_\_\_ Discipline Record

\_\_\_\_ Attendance Record

\_\_\_\_ Progress Report/Report Card Grades