Augusta Raa Middle School – Home of the Rams

Dr. Marcus Scott, Principal
Mr. Logan Crouch, Assistant Principal
Mr. Kelly Lynch, Assistant Principal
Dr. Kiffani Browning, Assist Principal
Ms. Cathy White, Dean of Students

Pre-Arranged Absence Request

This form is due no later than 3 days before the absence(s) is/are to occur

TO: School Administration
FROM: Parent/Guardian
RE: Request to have absence(s) excused

Please excuse child (student name) _____ Grade_____
On the following date(s): _____
For (reason for absence; attach documentation as appropriate):
_____
_____

Educational Benefit of absence (required for approval):
_____
_____

I am aware of the State of Florida policy that it is the responsibility of the parent for their child's school attendance. It is the sole discretion of the principal or his designee to excuse absences based on the necessity of the trip, the student's academic/discipline standing, past attendance records, and other pertinent information before granting an excused absence.

Parent/Guardian signature _____
Home or Cell Phone number: _____   Work Phone Number: _____
Date: _____

You will be notified if this request is denied
………………………………………………………………………………………………………
(All information below dotted line will be filled out by school personnel)

REQUEST APPROVED – absence will be recorded as excused: _____
REQUEST DENIED – absences will be recorded as unexcused: _____
Administrator Signature _____   Date: _____

PLEASE RETURN THIS FORM TO THE FRONT OFFICE