

# 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



401 W. Tharpe Street, Tallahassee, FL 32303  
Tel: (850) 488-6287 Fax: (850) 922-5835  
Website: [www.leonschools.net/raa](http://www.leonschools.net/raa)

## 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\*\*

*"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information."*