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www.loyolaprep.org

Loyola College Prep Excused Absence Request Form

This form must be completed for students who are requesting absences be excused for events that are non-school related including for golf/soccer/tennis tournaments, equestrian matches, agricultural/4H events, or anything under a similar category. These absences are not guaranteed to be automatically excused and will be considered factoring in total number of absences, grades, school communication, and previous demonstrated ability to stay caught up with school work.

This form should be completed and returned with parent signature to Mrs. Johnson for approval and then submitted to the front office at least two days prior to absence.

Name of Student _____ Grade _____

Event you will be attending (including location) _____

Dates/Class Periods you plan on being absent _____

Parent Signature _____ Date _____

Total days missed for this reason to date: _____

Total number of absences this school year to date: _____

Assistant Principal _____ Date _____

Comments: