



**Our Mission:** To create a *culture of intellectual curiosity* where all students have *ownership over their learning* and are inspired to *think, innovate, and create*.

Learner's Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Community Lead Learner: \_\_\_\_\_ Community: \_\_\_\_\_

Parent/Guardian submitting the request: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Reason for the absence:  
\_\_\_\_\_  
\_\_\_\_\_

Will there be any learning/educational experiences associated with this: \_\_\_\_\_ If so, please share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If applicable, will your child have access to or be able to access school related activities? \_\_\_\_\_  
Your child will be given a Learning Journal to complete while away from PRES. Will they be willing to share their learning experiences with their peers or teacher upon their return? \_\_\_\_\_

*This form must be submitted at least **10 School days prior** to the requested absence date to be considered for approval.*

Office Use Only

Date Request received in office: \_\_\_\_\_

Absence approved as excused     Yes     No     Yes, pending documentation upon return

Administrative (Designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments (if any): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Entered into iNow/Chalkable as excused (Date: \_\_\_\_\_)  
\_\_\_\_ Notification sent to Parent/Guardian (Date: \_\_\_\_\_)  
\_\_\_\_ Notification sent to Lead Learner (Date: \_\_\_\_\_)