

# Pre-Approved Study Hall Form

## (Mandatory 24 Hour Advance Notice)

Student Name: \_\_\_\_\_ Date(s) in Study Hall: \_\_\_\_\_

Study Hall is intended for pre-planned absences that students, parents and coaches agree upon in advance. The student and parent need to email both the teacher and coach for approval and work out an alternate plan. This form is to be completed by students who have missed or will be missing a significant amount of class time and approved by their parents/coach. Once this plan is agreed upon the main office should be notified by email or the form must be returned to the office.

Step 1: Teacher(s) signature(s) supporting their child missing sport on the above date: \_\_\_\_\_

Step 2: Parent signature, supporting their child missing sport on the above date: \_\_\_\_\_

Step 3: Coach signature, supporting the above student missing sport on the above date: \_\_\_\_\_

Step 4: Form must be submitted to [attendance@edgeschool.com](mailto:attendance@edgeschool.com) at least 24 hours in advance