

PRE-ARRANGED ABSENCE FORM

**A WRITTEN PARENTAL EXCUSE MUST BE RECEIVED BY THE OFFICE
PERTAINING TO THIS ABSENCE!**

Student Name: _____,

The above-named student wishes to be absent from school on the following dates:

_____.

The reason for this planned absence is _____

The student concerned is to be given an opportunity to make-up his/her work before the date of the planned absence or given the assignments so work can be completed when he/she returns.

NOTE: The student understands that it is his/her responsibility to obtain missed work.
The teacher is NOT responsible for seeking out the student.

Signature of Student

Each classroom teacher is asked to sign this form in the space provided which will signify that the student has contacted each of his/her teachers. At the same time, the teacher will give the student assignments for the pre-arranged absence time.

	Subject	Current Grade	Teacher Signature	Student has teacher permission to attend	
Block 1				Yes	No
Block 2				Yes	No
Block 3/4/5				Yes	No
Block 6				Yes	No

Approval of Administrator