

PRE-ARRANGED ABSENCE FORM

_____ will be absent from school on the following dates: from _____ to _____. Although we discourage absences, we realize certain situations make such events necessary. For each pre-arranged absence, it is the responsibility of the student to contact all of his/her teachers for the assigned work during the dates specified. Although some work can be done away from school, much of what goes on during school time cannot be made up. Therefore, the loss of school time does place the absent student at a disadvantage in the final evaluation.

Period	Class	Teacher	Absence	Tardies	Current Grade	Assignments	Comments

Reason for absence: _____

 Signature of Parent or Guardian

Administrative Action: Approved _____ Denied _____ Date _____