

# Raisbeck Aviation High School Pre-Arranged Absence Form

Student: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ Periods: \_\_\_\_\_

Reason for Absences: \_\_\_\_\_

Student Statement and signature: **I understand that this absence may have an adverse effect on my academic progress**, and that I am responsible for acquiring any allowed make-up assignments from my teacher, and completing these assignments within the time frame given to me by my teacher.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Statement: **I approve of this absence and am aware that vacations are recorded as unexcused absences. I am also aware of the adverse effect this absence may have on my son/daughter's academic progress.** Any make-up work allowed will be completed as requested.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Procedures:**

- Sign and obtain signature from parent/guardian
- Obtain signatures from current teachers
- Submit this signed form to the attendance office **two weeks prior** to your absence to obtain the administrator signature and determination of request.

Period	Approved Request	Denied Request	Make-up Required	Comments	Staff Signature
0	+	-	Y / N		
1	+	-	Y / N		
2	+	-	Y / N		
3	+	-	Y / N		
4	+	-	Y / N		
5	+	-	Y / N		
6	+	-	Y / N		
7	+	-	Y / N		

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator determination regarding request:     **Excused**                     **Unexcused**

Comments:

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