

**ALBANY AREA MIDDLE SCHOOL**

**Prearranged student absence**

If you wish to have your child absent from school for more than 2 days, we ask you to please consider these criteria:

1. The student is currently passing all of his/her classes.
2. The student's previous attendance record is satisfactory.
3. The school is notified in advance and the teachers have signed off on the requested absences.
4. Parents/Guardians have approved the absence (including parents with custodial rights).

If the criteria above are met and this form is completed, the school will permit an excused absence. If the conditions are not met, the school may consider the absence unexcused or unapproved. The form must be returned to the office at least 24 hours prior to the absence.

Teacher signature:

Period 1 \_\_\_\_\_ Period 2 \_\_\_\_\_

Period 3 \_\_\_\_\_ Period 4 \_\_\_\_\_

Period 5 \_\_\_\_\_ Period 6 \_\_\_\_\_

Advisory \_\_\_\_\_

Please permit my son/daughter, \_\_\_\_\_, to be excused from school on the following dates \_\_\_\_\_.

Reason for absence: \_\_\_\_\_.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Principal signature \_\_\_\_\_ Date \_\_\_\_\_