

PRE-ARRANGED ABSENCE FORM

A pre-arranged absence is one that requires students to be out of school for three (3) or more days.

STUDENT: Name _____ Grade _____ ID Number _____

Number of school days I will be absent _____ From _____ (date) To _____ (date)

Reason for absence _____

- Take this form to ALL your teachers. They will give you assignments and initial the form.
- Take this form to your parent/guardian to sign.
- Once you have assignments/initials from ALL your teachers AND your parent/guardian has signed at the bottom, you MUST turn this form in to the Attendance Secretary before your extended absence. You are responsible for keeping a copy of this sheet and completing your homework.
- Upon returning from your extended absence, your work must be turned in to your teachers within two (2) school days.

TEACHERS: Please provide any work that will be required upon this student's return.

Period 1

Teacher's initials: _____

Period 3

Teacher's initials: _____

Period 5

Teacher's initials: _____

Period 7

Teacher's initials: _____

Period 2

Teacher's initials: _____

Period 4

Teacher's initials: _____

Period 6

Teacher's initials: _____

Period 8

Teacher's initials: _____

Parent/guardian Signature: _____ Date: _____