



# Pre-Arranged Absence Form

(Gull Lake High School)

### REQUEST FOR PRE-ARRANGED ABSENCE

Academic excellence is the primary goal of Gull Lake High School. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.

### PRE-ARRANGED ABSENCE PROCEDURE

1. Pre-arranged absence form is completed by parent/guardian at least five (5) school days prior to scheduled absence.
2. Parent and student should refer to the Student Conduct/Attendance section of the Student Handbook for policy guidelines.
3. Student/parent returns completed form to building office.
4. Student/parent is responsible for all work missed and it is their responsibility to communicate and make arrangements with teachers for missed work.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**I request for my child to be absent from school on the following dates: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**The reason for my child's absence will be:**

- Family Trip
- Medical absence supported by documentation from medical personnel
- Other \_\_\_\_\_

**Teacher Acknowledgement:**

Block	Course	Teacher Signature	Comments
1			
2			
3			
4			
5			
Seminar			

**I understand that absences will be coded in accordance with the policy set forth in the Gull Lake Student Handbook.**

\_\_\_\_\_  
Print First & Last Name of Parent/Guardian

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Phone # (for verification)