

AVON HIGH SCHOOL

PRE-ARRANGED ABSENCE

**STUDENTS ARE ALLOWED 3
PRE-ARRANGED ABSENCE DAYS PER SCHOOL YEAR.**

*****These pre-arranged absences count toward the 6 allowed absences in a semester*****

**This pre-arranged absence form must be completed and turned in to the Student Services' office at least five school days prior to the absence. The following steps must be completed in the following order for absence to be excused:*

1. Have your parent or guardian write the reason for absence below and sign the form.
2. Turn in this form to Student Services (grade 9-11) or ALC office (grade 12) to have a principal sign the form for approval.
3. Pre-arranged absences will not be approved on days the student's class(es) is scheduled for final examinations.

STUDENT NAME: _____ **GRADE:** _____ **ID#:** _____ **DATE:** _____

REASON FOR ABSENCE:

DATES OF ABSENCE: _____ **TOTAL DAYS:** _____

PARENT/GUARDIAN SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____