

**AVON HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM**

Students are allowed 3 pre-arranged absence days per school year.

**This pre-arranged absence form must be turned in via email to our Attendance Office at AHSAAttendance@avon-schools.org at least 5 school days prior to the absence. The following steps must be completed in the following order for your absence to be excused:*

1. Have your parent or guardian fill out the reason for the absence and sign the form.
2. Return the form to the Attendance office via email at AHSAAttendance@avon-schools.org **5 SCHOOL DAYS IN ADVANCE OF THE ABSENCE** for principal's 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: _____

FOR OFFICE USE ONLY

PRINCIPAL'S SIGNATURE: _____