

Pre-arranged/Extended Absence Request

Parent & Student: Please fill out this form ASAP, pass to teachers, and turn in completed form to the administration for approval 3 days before your absence. Copies will be made for homework purposes.

Today's date:		
Student Name:		
Reason for extended absence:		
School dates* of student's pre-arranged absence:		Quarter:
How many days have you missed this current school year, for any reason? (sick, trips, appointments, personal, etc)		
Parent Signature:		
*Absences beyond 4 school days will be approved based upon student academic progress.		
<i>Teacher Name (Print & Sign)</i>	<i>Class Name:</i>	<i>Make-up work:</i>
Advisor		
AM Block		
Seminar		
PM block or PM 1		
PM 2		
PM 3		
Administrator notes:		
Administrator signature		
<small>Administrator: Please give to attendance secretary today.</small>		<small>Revised June 2020</small>