

# Battle Mountain High School

## Pre-Arranged Absence Application

*This form must be signed by the parent/guardian, all teachers, and an administrator at least three days prior to proposed absence(s), excluding emergencies.*

1. Student (print): \_\_\_\_\_ Grade: 9    10    11    12

2. List the dates of the proposed absence(s): \_\_\_\_\_

3. Describe the purpose of the proposed absence(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Parent/Guardian: I, the lawful parent/guardian of this student, understand that any absence from classes may affect a student's grade, as the teaching/experiences missed may not be replicated. I also understand that for excused absences he/she will be allowed one day to make-up assignments for each day missed and that it is his/her responsibility to request make-up work and turn it in within the stipulated limits. If the absence(s) is (are) noted as unexcused, teachers are not obligated to accept the late work.

Parent/Guardian Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Date: \_\_\_\_\_

5. Academic Status

| Period | Subject | Absence # | Current Grade | Teacher Recommended |    | Teacher Signature | Date Signed |
|--------|---------|-----------|---------------|---------------------|----|-------------------|-------------|
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |
|        |         |           |               | Yes                 | No |                   |             |

**In order to receive "Pre-Excused" status a student must:**

- a. Have a current GPA of 2.0**
- b. Receive "yes" recommendations from all teachers**
- c. Have no more than one grade of "F"**
- d. Have missed less than 7 days in any course**
- e. Submit this form three school days before the proposed absence(s)**
- f. Request no more than 5 consecutive days of pre-arranged absences**

6. Signature of Administrator  
 Administrator: \_\_\_\_\_ Excused    or    Unexcused

Date submitted \_\_\_\_\_

7. Submit this completed form to the attendance secretary before the proposed absences.