

### Pre-Arranged Absence Form

This form is required for any planned absence of 2 days or longer including school-sponsored events. It must be filled out and turned into the Main Office one day prior to departure from school in order for the absence to be excused.

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

First Date Absent: \_\_\_\_\_ Date of Return to School: \_\_\_\_\_

Total Days of School Missed: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

#### Student Checklist:

- Take the form to your teachers and have them sign and comment using the chart on the back of the form.
- Student, parent, and counselor must sign the bottom of this form
- Return the form to the Main Office one school day prior to your absence

I \_\_\_\_\_ (parent/guardian name) acknowledge that school missed because of school-sponsored or non-school sponsored activities requires a commitment on the part of the student and parents to make-up for missed class time and assignments. I accept the responsibility to support my child in getting caught up as soon as possible.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Period</b>	<b>Class</b>	<b>Teacher's Signature</b>	<b>Comments/Concerns/Up coming Assignments</b>	<b>Make-up work will be received (before/after absence):</b>	<b>Make-up work will be due (date):</b>
1					
2					
3					
4					
5					
6					
7					