

ARRANGED ABSENCE

Date Submitted _____

NOTE: Arranged Absence forms must be completed and turned in to the Guidance Office at least two days prior to the first day of the requested absence.

Student Name _____ Grade _____

<u>Reason for Absence</u>	<u>Date(s) of Absence</u>
___ College Visit (verification letter required) Certified only with 2 days advance notice and confirmation from college	_____
___ Field Trip (Class sponsored)	_____
___ Medical/Hospital (surgery verification letter required)	_____
___ Vacation with parents (over 5 days must have principal approval)	_____
___ Job application or interview (verification letter required)	_____
___ Military Appointment (verification letter required)	_____
___ Other (specify reason on line below)	_____
_____	_____

I understand that schoolwork must be kept up and agree to hand in all assignments given by the teachers according to their arrangements.

Parent Signature _____ (see attached note, if provided)

Student Signature _____

<u>Period</u>	<u>Subject</u>	<u>Approval</u>		<u>Teacher's Signature</u>
1	_____	YES	NO	_____
2	_____	YES	NO	_____
3	_____	YES	NO	_____
4	_____	YES	NO	_____
5	_____	YES	NO	_____
6	_____	YES	NO	_____
7	_____	YES	NO	_____
8	_____	YES	NO	_____

Note: If any teacher circles "NO", parent(s) will be contacted prior to approval by the office. Permission for Field Trips may also be denied.



Absences # of days _____ Field Trip # of days _____

Date Approved _____ Office Approval _____