

Munster High School

Pre-Arranged Absence Form

Note to Parent (s):

It is the school's position that the optimum in educational value is achieved when a student is present at school. For this reason we hope careful consideration of alternatives and possible consequences have been made before making this request. It is your son/daughter's responsibility to arrange with his/her teacher's completion of all work for the duration of the absence.

To: Munster High School Administration

From: Parent(s) of _____

Re: Pre-Arranged Absence request Grade _____ Today's date: _____

I am requesting that my son/daughter be allowed to be absent from school from _____ to _____
Date
 _____ for a total of _____ school days.
Date

The reason for this absence is: _____

Parent Signature _____ Phone Number _____

Teachers' Acknowledgement

<u>Period</u>	<u>Signature</u>	<u>Absences</u>	<u>I do not recommend the student be absent</u>	<u>Please see comments (over)</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____

Administrative Acknowledgement

Date _____ Signature _____

Student: Please return this completed for to the attendance office 2 days prior to your absence.