

**Emerson Middle School
Pre-Arranged Absence**

At Emerson Middle School, we understand that there are extenuating circumstances that may require a student to miss school. In situations when the absence is pre-arranged, much of the student's work can be provided. It is important to understand, however, that our teachers work to provide unique learning experiences for students and that not every experience can be replicated if a student is absent, especially for an extended period of time.

In the event that your student will be absent for an extended period of time, we ask that students complete and submit this form **at least two days prior to the student's absence**. This gives staff enough time to provide assignments to students and to discuss what she or he will miss when not present in class.

NOTE: It is the responsibility of the student to ensure that every teacher completes the backside of this form.

Student's Name: _____

Dates of anticipated absence: _____

Reason for absence: _____

Student Signature: _____ Parent Signature: _____

Please take this completed form to the counseling office and a copy will be made for the student and a copy will be kept for school records.

Hour	Current Grade	Assignments	Comments or Concerns	Teacher Signature
1				
2				
3				
4				
5				
6				