

REQUEST FOR PRE-ARRANGED ABSENCE

FORM MUST BE ACCOMPANIED BY PARENT/GUARDIAN'S NOTE.

Regular school attendance is essential for academic success. The most common cause of academic failure is excessive absence. There is no learning substitute for attending class; class time can never be made up. The Community High School staff has a responsibility to promote excellent student attendance and believes that parental support is vital if students are to form good attendance habits.

School is in session a limited number of hours and days each year. Parents should make every effort to schedule absences outside of school hours. If a pre-planned absence is unavoidable, a student should obtain this request from the Attendance office at least 2 days prior to the absence.

STUDENT NAME _____ DATE ISSUED _____

REASON FOR ABSENCE _____ I.D. # _____ YEAR IN SCHOOL _____

DATE OF ABSENCE _____ CIRCLE PERIODS ABSENCE CIRCLE YOUR DEAN'S INITIALS

PERIOD	CLASS	TEACHER INITIALS	CURRENT GRADE/COMMENTS/ASSIGNMENT	NO ASSIGNMENT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

DEAN'S SIGNATURE _____

STUDENT SIGNATURE _____

PARENT SIGNATURE _____

DATE _____

(INCLUDE PARENT'S WRITTEN NOTE)

STUDENT DIRECTIONS

IF STUDEN WILL BE ABSENT FOR MORE THAN ONE WEEK, HIS/HER DEAN WILL NEED TO SIGN FORM. It is the **STUDENT'S RESPONSIBILITY** to have this form completed. You should ask each teacher to initial the form and to indicate your progress in class. You and your parents should review the teacher comments, and if you still must be absent, a parent should sign the form. You must return this request to the Attendance at least 24 hours prior to the absence. Failure to do so will result in an unexcused absence. Rev.5/23/13