

Warren Tech

Pre-Arranged Absence Form



Name of Student _____

Student # _____ Home High School _____

Please reserve the use of this form for times when your student will be absent for an extended period of time (2 or more days) **OR** for a recurring absence. Otherwise, please call the attendance line at your student's campus.

☐ This is a **one-time** absence.

I will be absent on these dates _____ (state reason below)

OR

☐ This is a **recurring** absence (please check box/es and state the reason below)

I will be missing on: ☐ Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays

I will be absent starting (date) _____ and ending (date) _____

☐ The entire class time OR ☐ Coming in late at (time) _____ OR ☐ Leaving early at (time) _____

Reason for absence

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

****Subject to teacher and program administrator approval***

Program Name _____	
Session ☐ am ☐ pm	
Teacher's Signature _____	Date _____
Administrator's Signature _____	Date _____

☐ Attendance Secretary Copy ☐ On Google Outs sheet ☐ Entered in Campus ☐ on file in attendance office