

Pre-Arranged Absence Form

Personal Leave of Absence (3 days for more)

Chatfield Senior High

The purpose of this form is to inform the teacher of a student's absence and also to inform the student of what they will be missing and how they can attain makeup work.

Student Name: _____ Student Signature: _____

Date(s) of absence: _____ Reason for absence: _____

Parent Signature: _____ Date ____/____/____ Phone # contact during absence: (____) - ____ - ____

- *Students, please get the signatures of all teachers and parents before submitting this form to the attendance office.*
- This form should be completed and submitted to the attendance office 3 days prior to the scheduled absence.
- *Students, please keep the bottom half for your records.*



- *Please review and follow the policies for make-up work during an excused absence in each of your classes.*

| Period | Teacher Signature | Notes / Information |
|--------|-------------------|---------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| access | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |