

**PRE ARRANGED ABSENCE FORM  
KAUKAUNA HIGH SCHOOL**

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DATE(S) OF ABSENCE:** \_\_\_\_\_

**TIME LEAVING:** \_\_\_\_\_ **TIME RETURNING:** \_\_\_\_\_

**REASON FOR ABSENCE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DAILY SCHEDULE**

| <b>Period</b> | <b>Class</b> | <b>Teacher Signature</b> | <b>Teacher Comments</b> |
|---------------|--------------|--------------------------|-------------------------|
| <b>1</b>      |              |                          |                         |
| <b>2</b>      |              |                          |                         |
| <b>3</b>      |              |                          |                         |
| <b>4</b>      |              |                          |                         |
| <b>5</b>      |              |                          |                         |

**TO THE STUDENT:** After filling out the blank spaces above, take the form home for a parent signature and then return the form to the attendance office.

**TO THE PARENTS:** I understand that requesting the absence above may have an effect on the student's grade. The student is responsible for all work missed during the absence. I have read the teacher's comments.

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_