

## PRE-ARRANGED ABSENCE FORM

**POLICY:**

Students who must be absent from school, for one or more days, may request a pre-arranged absence form. Please follow the guidelines as stated below:

1. A PRE-ARRANGED ABSENCE form signed by a parent or guardian, administrators, and teachers is on file with the Attendance office in advance of the day of the absence.
2. The student makes arrangements for make-up work and assignments with the teachers involved PRIOR to the absence. Teacher may request work be turned in PRIOR to departure or upon return.
3. Students MAY NOT be absent during final examination time.
4. The absence is not considered truancy. However, these absences are included in the policy regarding accumulated absences outlined on pages 16, 17 in the student handbook.

**College Visitations**---Signed verification slip (not brochure) from college or university is necessary in order for absence not to count against your attendance. Visits are not to exceed two (2) days in number, unless approved by the principal.

Step 1- Have a PARENT or GUARDIAN sign this form.

Step 2- The PRINCIPAL or ASSISTANT PRINCIPAL must sign this form before the classroom teacher.

Step 3- Have your classroom teacher sign this form.

Step 4- Return the form to the ATTENDANCE OFFICE prior to the absence.

**Job Shadow**---Job Shadows are not to exceed two (2) days in number, unless approved by the principal. Student must submit written document to the principal outlining the job shadowing experience within 1 week after the date of absence. Written document should include; name of person being shadowed, job description, location of business, employability skills that were discussed during the job shadow experience.

Student Name \_\_\_\_\_ Date of Absence \_\_\_\_\_ Student id : \_\_\_\_\_

Reason for Absence \_\_\_\_\_

1. \_\_\_\_\_  
Signature of Parent/Guardian

2. \_\_\_\_\_  
Principal or Assistant Principal

E \_\_\_\_ UE\WITH CREDIT \_\_\_\_ UE \_\_\_\_ V \_\_\_\_ (For Principal or Assistant Principal only)

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The information below is to be completed by the student *AFTER* the above is completed

Period	class	Teacher Signature
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| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |

RETURN TO ATTENDANCE OFFICE WHEN COMPLETED