



Request for Prearranged Student Absence

- This form must be completed and returned to the office a minimum of three (3) school days prior to the absence. If a form is received less than three (3) days prior, the absence will be automatically unexcused.
- The student is responsible for soliciting teacher signatures and comments prior to receiving a parent signature and administrator approval.
- It is the responsibility of the student to obtain and complete assignments missed due to prearranged absences.
- Final approval is at the discretion of administration and will be based on the reason for the absence and the recommendation of the teachers.
- Extended absences may negatively impact student learning and academic performance.

_____ will be absent from school for _____ school days, from _____ to _____.

Purpose of Absence: _____

TO BE COMPLETED BY TEACHERS PRIOR TO PARENT/ADMINISTRATOR SIGNATURES:

| Period | Class: | Grade: | Assignments / Comments: | Teacher Initials: |
|--------|--------|--------|-------------------------|-------------------|
| 0 | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| SL | | | | |

Parent/Guardian Signature

Date

Administrator Signature

Date

For Office Use Only:

Approved

Not Approved due to Academic/Attendance Concerns