

SCAPPOOSE HIGH SCHOOL PRE-ARRANGED ABSENCE REQUEST FORM

Student Name: _____ Date of Request: _____

Reason for request: _____

Dates missing from school: _____ to _____

Obtain teacher signatures and homework information. Return this completed form to the attendance office as soon as possible prior to your absence.

<u>Period</u>	<u>Class</u>	<u>Assignment/website</u>	<u>Teacher signature</u>
1			
2			
3			
4			
5			
6			

Please understand that, **if approved**, all work must be made up as arranged with each teacher. Unless otherwise approved, please do not expect accommodations from teachers depending on the subject (college level, college prep, lab-style classes), timing in semester, etc. Some classes follow expected timelines that are explained in class syllabus so please take that into consideration when making extended absences with your student(s).

_____ Date: _____

Student signature

_____ Date: _____

Parent signature

Date returned: _____ Entered into system: _____