



Request for Pre-Arranged Absence(s)

Student Name: _____

Grade: _____ Homeroom Teacher: _____

Reason for Absence:

Date(s) Absent from School:

Parent/Guardian Print

Date

Parent/Guardian Signature

Date

Approval by Principal/Assistant Principal

Principal/AP Signature

Date

Students & Parents: This completed form must be sent to the Assistant Principal at least 5 days prior to the absence or the absence will be considered UNEXCUSED.