# DAKOTA RIDGE HIGH SCHOOL

## PRE-ARRANGED ABSENCE FORM 2024-2025

This pre-arranged absence form is for students missing **three or more** consecutive days. The student will be required to present this form to each of his/her teachers at least **three** days before the absence. The student will have his/her parent/guardian sign the form and then submit it to the Dean of Students for final approval.

Name of Student _____ Grade _____

Dates of absence _____/_____-_____/_____ Reason for absence _____

The following must be signed by each teacher:

| BLOCK | TEACHER SIGNATURE | COMMENTS |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| Seminar | | |
| 6 | | |
| 7 | | |
| 8 | | |

_____ _____/_____/_____

Parent signature Date

_____ _____/_____/_____

Student signature Date

The Dean of Students, signed below, has **APPROVED** ☐ **NOT APPROVED** ☐ these scheduled absences.

_____ _____/_____/_____

Dean of Students signature Date

**Students: Once you've spoken with the Dean of Students and he has signed this form, please return it to the Attendance Office (prior to your scheduled absences)!**

Please note: Failure to turn in a completed form will result in unexcused absences being recorded on your attendance record, and **TEACHERS MAY NOT ACCEPT MAKE-UP WORK.**

Please note: For the absences to be excused, the student must meet one or more of the following conditions:

1. is in good academic standing
2. has no unexcused absences
3. has FOUR or fewer excused absences in a semester or SEVEN or fewer in a school year.