

NORCROSS HIGH SCHOOL

5300 SPALDING DRIVE , NORCROSS, GA 30092

PHONE: (770) 448-3674 | FAX: (770) 447-2664

www.norcrosshigh.org



J. ALVIN WILBANKS
CEO/Superintendent



Will Bishop
Principal

INTERNATIONAL BACCALAUREATE WORLD SCHOOL

Norcross High School Attendance Office – 770-447-2630 PRE-ARRANGED ABSENCE FORM

This form is to be completed when a student needs to be absent from school for a college visit, family emergency or other legitimate purpose. **This form is to be submitted to the Attendance Office at least 3 days prior to the absence for approval. Days missed may still be counted as unexcused absences; however, the student is allowed to make up missed work within the limits of the make-up policy. All Pre-Arranged absences will count toward the five days absent per class, per semester and can impact senior exemptions concerning finals.**

Student's Name _____ Student ID# _____

Address _____

Home Phone _____ Work Phone _____

My child will be absent from school on the following dates: _____

Reason for Absence(s) _____

Parent's Signature _____ Date _____

Administrator's Signature _____ Date _____

Approved _____ Denied _____ Remarks _____

Teachers: Please sign below and make arrangements with the student to make up missed work based on the make-up policy. If possible, please assign work before the student leaves.

1st period _____ 2nd period _____

3rd period _____ 4th period _____

5th period _____ 6th period _____

7th period _____

Please return the Attendance Office when all teachers have signed it. (Rev. August 6, 2018)