

PRE-ARRANGED ABSENCE FORM
Please complete for 2 or more days of absence

STUDENT NAME: _____

TEACHER NAME: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

ALTHOUGH MAKE-UP WORK IS PROVIDED FOR EXCUSED ABSENCES, IT IS NEVER THE SAME AS DIRECT INSTRUCTION PROVIDED BY THE TEACHER IN THE CLASSROOM. IT IS THE STUDENT'S RESPONSIBILITY TO PICK UP ANY MAKEUP ASSIGNMENTS ON THE DAY HE OR SHE RETURNS TO SCHOOL.

Parent signature: _____ Date: _____

Principal signature: _____ Date: _____

This form must be submitted to the school office at least 3 days prior to the scheduled absence. In order for the absence 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; or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.

Updated 8/19