

PRE-ARRANGED ABSENCE FORM - Secondary

Any absence not specifically covered by another section of the Conduct Code, such as family vacations, college visits, or other extended absence, must have a completed and Principal approved pre-arranged absence form in order to be excused.

This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence. The student must meet one or more of the following conditions for the Principals' approval: **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.**

STUDENT NAME:

SCHOOL:

Grade:

DATE(S) OF ABSENCE:

REASON FOR ABSENCE:

Parent Signature:

Date:

Student Signature:

Date:

Telephone Contact during absence:

The following information must be provided by the teacher accompanied with a signature from each teacher:

Class/ Period	Current Grade	Teacher Signature	Notes

Approved

Not Approved

Administrators Name:

_____ Title: _____

Administrator Signature:

_____ Date: _____