PRE-ARRANGED ABSENCE FORM
For absences after 3 days or more

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, 4) has five or fewer tardies.

STUDENT NAME: _____

Grade: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Parent signature: _____ Date: _____

Telephone contact during absence_____

This form must be taken to the homeroom teacher to be signed and then delivered to the office.

	Signature	Notes
Homeroom Teacher		This student is in good academic standing YES / NO
Attendance Secretary Ms. Leah		
Principal Mr. Kevin Kolasa		

This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence

Homework will be provided <u>following</u> the absence.