



High School Prearranged Absence Form

About Prearranged Absences

Families complete this form if a student will be away during the school day, and cannot avoid missing class, for non-emergency medical appointments, family travel (including college visits), religious holidays, and overnight school-sponsored trips like MUN/Debate in the high school (not grade-level retreats).

High School students are expected to work with each teacher to make up any missed classwork and/or assignments during the student’s absence. Prearranged absences (except for religious holidays) contribute to the absence thresholds as outlined in the Student and Family Handbook.

Completed forms must be returned to the High School Attendance Office at least two (2) days prior to the absence.

Students

- Your parent/guardian must complete and sign the section below *before* you take it to your teachers.
- Ask each of your teachers to sign it, and give you any special instructions. It is your responsibility to know what is expected of you in order to make up any classwork and/or assignments you may miss.
- Turn in the completed form—with all signatures—to the High School Attendance Office, UH C023, at least two (2) days prior to your absence.

Parents/Guardians

Please **PRINT** and sign the section below *before* your student takes this form to their teachers.

Student first name _____ Student last name _____

Date(s) of absence _____ Time of absence (if partial day) _____

Reason for absence (fill in or attach note) _____

Parent/guardian signature _____ Date _____

Teachers

- Sign only after it has been completed and signed by the parent/guardian.
- Inform the student of any special instructions for their absence.

1. _____ 6. _____

2. _____ 7. _____

3. _____ Lab Period A/B _____/_____

4. _____ Lab Period C/D _____/_____

5. _____ Advisory _____