

Middle School Prearranged Absence Form

About Prearranged Absences

Complete this form if a student plans to be away during the school day, and cannot avoid missing class, for non-emergency medical appointments, family travel, and religious holidays.

Middle 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.

This form must be completed and returned to the Middle School 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 Middle School Office at least two (2) days prior to your absence.

Parents/Guardians

Please fill out and sign the section below *before* your student takes it to their teachers.

My student, _____, will be absent on _____ (date and time if only a partial day) **for the following reason** (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. _____	8. _____
4. _____	Tutorial _____
5. _____	Advisory _____