

Pre-Arranged Absence Form

This form is required for any planned absence of 2 days or longer including school-sponsored events. It must be filled out and turned into the Main Office one day prior to departure from school in order for the absence to be excused.

Student Name: _____ Grade Level: _____

Dates of Absence from School: _____ Total # of Days Missed: _____

Reason for Absence: _____

Student Checklist:

- ☐ Take this form to all your teachers 1 week prior to your departure date. Have them sign the front of the sheet to acknowledge your absence.
- ☐ Take this form to both your parent and counselor to sign it. Then sign it yourself.
- ☐ Return this form to the Main Office one day prior to your departure.
- ☐ Upon your return, take this sheet around to your teachers to review what you missed during your absence and make a plan to get caught up.

Teacher Signatures:

Period	Teacher	Teacher Signature
1		
2		
3		
4		
5		
6		
7		
0		

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Period	Class	Assignment Type	Assignment Details	Due Dates for Make Up Work	Teacher Signature
1		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			
2		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			
3		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			
4		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			
5		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			
6		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			
7		<input type="checkbox"/> Assignments <input type="checkbox"/> Test <input type="checkbox"/> Project <input type="checkbox"/> Other			