Liberty Common Junior High School
Pre-Arranged Absence Form

I acknowledge _____will be absent from school
(Student Name)

school on the following dates/ time(s)_____ for

- ☐ Athletic Event
- ☐ Funeral
- ☐ Vacation
- ☐ Other (please specify): _____

Please provide any other necessary information:

_____

Complete the chart below:

Class period	Course Title	Teacher Signature	Comments
Period 1			
Period 2			
Period 3			
Period 4			
Period 5			
Period 6			
Period 7			
Period 8			

Assignments/Late Work: Each department has its own homework policy. Students are expected to know the policy for each of their classes. Absent students are expected, immediately upon return, to turn in work assigned before the absence. Students have the total number of days they were absent plus one extra day to turn in any work assigned while they were gone. It is the student's responsibility to ask for work missed, and it is the teacher's discretion to decide due dates for missed work.

Signatures Required:

Parent/Guardian Signature: _____ Date: _____

Front Office Signature: _____

Turn in the completed form to the front office.