

**The Classical Academy College Pathways
Pre-Arranged Absence Form**

1. Complete Steps 1 – 3

a. Student Name: _____ Phone: _____

b. Date(s) of proposed absence: _____

c. Reason for absence: _____

d. Parent signature: _____

I understand that I am responsible for acquiring all assignments from all teachers. I understand that I must complete and return all assignments before the absence or on the first day of return to school as decided by each teacher.

Student's Signature

Date

2. Obtain homework assignments from all courses

Teacher	Concerns	Assignments	Due Date	Number Absences **

3. Give the form to your front office for review by an administrator.

Date Received _____

Number of absences this semester _____ **Pre-Arranged Excused?** **Y** **N**

Administrator's Signature _____

An administrator determines if pre-arranged absences are excused or unexcused. Per Policy JHB-TCA, if a College Pathways student has four absences (or the equivalent of eight hours of in-class time) in a semester or eight absences (or the equivalent of sixteen hours of in-class time) in a school year, the student may be considered habitually truant. **NOTE:** A pre-arranged absence is still considered an absence and counts toward the overall total.