

Munster High School

Pre-Arranged Absence Form

Note to Parent(s):

It is the school's position that the optimum in educational value is achieved when a student is present at school. For this reason, we hope careful consideration of alternatives and possible consequences have been made before making this request. It is your son/daughter's responsibility to arrange with his/her teacher's completion of all work for the duration of the absence. For more information regarding the school's attendance policy, refer to the MHS Student Handbook.

To: Munster High School Administration / Attendance Office

From: Parent(s) of: _____

Re: Pre-Arranged Absence Request Grade: _____ Today's date: _____

I am requesting that my son/daughter be allowed to be absent from school from _____ to _____
(Date) (Date)
_____ for a total of _____ school days.
(Date)

The reason for this absence is: _____

Parent Signature _____ Phone Number _____

Teachers' Acknowledgement

<u>Period</u>	<u>Signature</u>	<u>Absences</u>	<u>I do not recommend the student be absent</u>	<u>Please see comments (over)</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____

Administrative Acknowledgement

Date _____ Signature _____

Student: Please return this completed form to the Attendance Office 2 days prior to your absence.