

Sault Area High School, Middle School & Career Center

Pre-Arranged - VACATION/TRIP Communication

I, _____, am communicating my pre-arranged absence from school on (1st date away from school) _____ through (last date away from school) _____. The reason for my absence is _____.

I understand that classroom instruction as well as daily assignments will be missed due to my absence. Therefore, I agree to keep up with my studies by working on the assignments listed below and will turn all work in within the time designated by the teacher.

Grade _____ Student's Signature _____ Date _____

Hour	Subject	Teacher	Assignments/Comments
1			
2			
3			
4			
5			
6			
7			

After this form has been signed by **ALL** of your teachers, it must be taken home for your parent's signature and then returned to the **MAIN OFFICE** **before** you leave for your trip. A copy will be made and kept with the attendance secretary.

Parent's Signature: _____ Date: _____