MCPS HIGH SCHOOL PRE-ARRANGED ABSENCE

Date Form was Completed: _____

_____ is scheduled to be excused from the following classes indicated below for the following date(s)_____

Reason for pre-arranged absence(s): _____

*A teacher's signature DOES NOT signify approval of the absence.

Subject	Grade to Date	Assignment(s) to complete during absence	Comment(s)	Teacher's Signature

Instructions for completing the form:

1. STUDENT: Complete the name, date, reason, and list of subjects before giving them to a teacher.
2. TEACHER(S): Complete Grade/Assignment/Comment and signature information. List any possible issues in the comment section.
3. PARENT/GUARDIAN: Review the above information on the sheet and sign.
4. STUDENT: Return the completed form to your coach or advisor BEFORE getting on the bus or leaving for your trip and/or game.

Parent/Guardian Signature _____