

Grant Union Jr/Sr High School Pre-Arranged Absence Form

Procedures for pre-arranged absences: All absences other than illness and emergencies should be planned for in advance. Forms are available in the office. **This may take several days to complete and the form must be completed before the end of the day before the absence begins.**

- The student will:
1. Pick up the form in the office.
 2. Take the form to each class for the day for teachers to complete and sign.
 3. Take the form home for a parent signature.
 4. Submit to the office for signature by an Administrator (office keeps a copy).
 5. Complete all work to be turned in on the day of return.

Student Name: _____

Dates/Periods you will be gone: _____

Reason for Absence: _____

Period 1 Teacher Signature: _____

Assignments: _____

Period 2 Teacher Signature: _____

Assignments: _____

Period 3 Teacher Signature: _____

Assignments: _____

Period 4 Teacher Signature: _____

Assignments: _____

Period 5 Teacher Signature: _____

Assignments: _____

Period 6 Teacher Signature: _____

Assignments: _____

Period 7 Teacher Signature: _____

Assignments: _____

Period 8 Teacher Signature: _____

Assignments: _____

Parent/Legal Guardian Signature: _____

Administrative Signature: _____

Approval/Disapproval

Reason: _____

