

### Pre-Arranged Absence Form

\_\_\_\_\_ has asked permission to miss school on \_\_\_\_\_ for \_\_\_\_\_. Students are responsible for all work missed during this absence. Students: Please have your parent sign this form and return it to the Middle School Office for a signature. Please refer to page 15 of the Middle School Handbook.

| Faculty Name | Concerns/Comments | Assignment to Complete |
|--------------|-------------------|------------------------|
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|              |                   |                        |

**Parent signature:** \_\_\_\_\_

**Administrative signature:** \_\_\_\_\_