



EASTSIDE CATHOLIC

Pre-Arranged Absence Form

To be completed at least ONE week before any planned absence of two or more days.

Student's Name: _____

Dates of Absence: _____

Step 1: Parent/Guardian Notification (as soon as absence is known or at least one week prior)

Parents/Guardians: MUST email the Attendance Office at attendance@eastsidecatholic.org.

Email Subject: Pre-arranged absence [Dates] [Student Name]

Email Template (students CANNOT excuse themselves nor email Attendance):

Dear Attendance Office,
My student, [Student Name], will be absent from [Start Date] to [End Date]
due to [Reason].
Thank you,
[Parent/Guardian Name]

Step 2: Student Emails Teachers, Counselor and Parent/Guardian (one week prior to absence)

Subject: Pre-Arranged Absence [Start Date – End Date]

Email Template:

Hello,
I will be absent from [Start Date] to [End Date] due to [Reason].
Please reply to this message with what I need to complete while I'm gone and
any tests, quizzes or projects I should plan to make up.
Thank you for your time and help!
Best,
[Student Name]

Step #3 – Teacher Confirmation Table (one week prior to absence and AFTER emails above)

Student: Meet with each teacher and fill out the table on the back of this form based on your email or conversation.

Reminder: All work should be submitted PRIOR to the absence unless otherwise stated by the teacher. Teachers will sign the form when you speak to them in person.

Student's Name: _____

Dates of Absence: _____

Teacher Confirmation Table

Period	Class	To Do	Due Date(s)	Teacher Initials
<i>Zero</i>				
<i>1st</i>				
<i>2nd</i>				
<i>3rd</i>				
<i>4th</i>				
<i>5th</i>				
<i>6th</i>				
<i>7th</i>				

Step #4 – After Absence

STUDENT: Schedule tutorials to check in with your teachers as needed for help or makeup work.

Step #5- Parent/Guardian Acknowledgement

I have reviewed the communication from my student's teachers and understand the academic responsibilities my student must fulfill before and after the planned absence. I acknowledge that this absence may impact my student's grades, and I will actively support them in completing all required work and staying on track.

Parent/Guardian Signature: _____ Date: _____