

D'Evelyn Jr./Sr. High School

PRE-ARRANGED ABSENCE FORM

An extended absence from school makes it very difficult for students to adequately satisfy the rigorous academic expectations of D'Evelyn. However, if a student and his/her parent/guardian decide there is a need for an absence, the student must comply with the school's deadlines regarding completion of missed work, including tests.

This form is to be used for any absence which is not due to illness, injury, or family emergency.

Name of Student: _____

Grade: 6 7 8 9 10 11 12

Date(s) of Absence: _____

Reason of Absence: _____

Period	Teacher Signature	Current Grade	Make-up Work/Exams
1			
2			
3			
4			
5			
6			

Student and parent acknowledges that the student is responsible for completing all work listed above. ***The student will be given 2 school days for each day they are absent to complete the work.**

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Cell/Home Number: _____

Administrator Signature: _____

Date: _____