



REQUEST FOR PREARRANGED ABSENCE - HIGH SCHOOL

1. Student

Student Name _____

Grade _____

Parent or Guardian Name (please print name) _____

I request a prearranged absence for my child on the following date(s) _____

Please provide details about the reason for this absence:

☐ Religious Observation ☐ College Visit ☐ Civic Engagement ☐ Work-Based Learning Experience

☐ Other: _____

Excused absences may include, but are not limited to, the following reasons: college visit, funeral, legal obligations, religious observances, military obligation, deployment-related absences, civic engagement activity absences, or other reason deemed acceptable by the principal.

If the reason for this prearranged absence is different from the above, please indicate the reason for the absence. Parents must plan to arrange for their student to complete all make-up work while absent. If the student's absence request exceeds five days, a parent conference may be required. The conference will require a review of the student's academic and absence record. I acknowledge that I have reviewed these requirements.

Parent or Guardian Signature _____ Date _____

2. Teacher Review

Please indicate your recommendations

Period	Subject	Teacher Name	Initials	Comment
1				
2				
3				
4				
5				
6				
7				
8				

3. Administration Review

Administrator Name _____

Administrator Signature _____

Date _____