



Request for Prearranged Student Absence

- This form must be completed and returned to the office a minimum of three (3) school days prior to the absence. If a form is received less than three (3) days prior, the absence will be automatically unexcused.
- The student is responsible for soliciting teacher signatures and comments prior to receiving a parent signature and administrator approval.
- It is the responsibility of the student to obtain and complete assignments missed due to prearranged absences.
- Final approval is at the discretion of administration and will be based on the reason for the absence and the recommendation of the teachers.
- Extended absences may negatively impact student learning and academic performance.

_____ will be absent from school for _____ school days, from _____ to _____.

Purpose of Absence: _____

1. TO BE COMPLETED BY STUDENT

2. TO BE COMPLETED BY TEACHERS

Period	Class:	Grade:	Assignments / Comments:	Teacher Initials:
0			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	
1			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	
2			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	
3			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	
4			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	
5			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	
6			☐ See Google Classroom ☐ Make up assignment/test when you get back ☐ See teacher before you leave	

3. _____
Parent/Guardian Signature

Date

4. _____
Administrator Signature

Date

5. Turn in to either the North or South Office.