SETON CATHOLIC HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM

1. This form should be used anytime you know in advance that you will be absent for a full day (or more).
2. Present with parent signature to the principal for determination of absence status: excused/unexcused.
   I understand this will be an absence, and will be counted toward the total number of periods absent from class(es).
   I ALSO UNDERSTAND IT MAY AFFECT MY CLASS GRADES.

   Student: _____ Grade: _____ Date: _____

   Request to be absent on: _____

   Reason: _____
3. I request my son/daughter be allowed this pre-arranged absence and affirm the reason for this absence:

   Signature of parent (or guardian) _____

4. ABSENCE IS EXCUSED / UNEXCUSED _____
Signature of principal

5. Each of your teachers must sign this form and complete the lines for that period before the absence occurs. Assignments are due after the absence. FAILURE TO COMPLETE THE ASSIGNMENT(S) WILL RESULT IN A ZERO FOR THAT ASSIGNMENT(S).
6. This form **must** be completed and returned **to the office a day** prior to absence or **it will be unexcused**.

TEACHERS: DO NOT SIGN THIS FORM UNLES SIGNED BY PRINCIPAL.

PERIOD	TEACHER'S SIGNATURE	ASSIGNMENT
B1		
B2		
B3		
B4		
G1		
G2		
G3		
G4		

You will be given a copy of this form with the assignments when turned into office.

MUST BE RETURNED DAY PRIOR* TO ABSENCE **Due** _____

***Failure to return prior to absence will result in an unexcused absence. NO EXCEPTIONS.**