

PRE-ARRANGED ABSENCE FORM

Name _____

HR _____

Grade _____

Date _____

Office use only:

Date(s) of Absence _____

No. of Full Days Absent: _____

Reason for Absence _____

Parent Signature or Attached Note _____

Administrator's Approval _____

Block	Class	Teacher Signature	Assignments/Comments	Office use only
1				
2				
3				
4				
5				
6				
7				
8				

Students taking long trips should check with the office PRIOR to making travel arrangements to avoid loss of Academic credit.

This form must be completed and handed in to the office at least TWO DAYS in advance of the absence. It is to be used for all absences which are foreseen, e.g., family vacations, college days (used with guidance form).

When this form is used for field trips it must be completed and handed in to the office at least ONE WEEK in advance of the trip. The signature of the teachers does not necessarily indicate approval.

It is the student's responsibility to make up any missed work in accordance with the policy stated in the Handbook.

Students absent near the end of a grading period are responsible for completing all work BEFORE the grading period ends.

Approval may be withdrawn if the student has excessive absences or if his/her academic record or demerits warrant it.