

The Classical Academy – College Pathways

Pre-Arranged Absence Form

(Please complete **two school weeks** in advance)

Student Name	
Telephone Number	
Date(s) of proposed absence	
Reason for absence	
Pre Arranged absences may be excused or unexcused. Also, please remember that students who are absent from a class more than 8 hours during a semester will not receive credit for that course.	
Parent Signature	
<i>I understand that I am responsible for acquiring all assignments from all teachers. I understand that I must complete and return all assignments before the absence or on the first day of return to school as decided by each teacher.</i>	
Student Signature	
Date	

Obtain all teachers' signatures

Period	Teacher	Concerns	Assignments	Due Date	Number of Absences**
1					
2					
3					
4					
5					
6					
7					
8					

Give the form to the College Pathways Office for review by an administrator.

Date Received _____ ** College Pathways enters the number of absences this semester

Administrator's Signature _____ Excused _____ Unexcused _____

After review by an administrator, the office will return a copy to the student.