



PRE-ARRANGED ABSENCE FORM

EXCEPT FOR ILLNESS & MEDIAL APPOINTMENTS, ALL PARTIAL DAY & FULL DAY ABSENCES MUST BE PRE-ARRANGED. THE FOLLOWING STEPS MUST BE COMPLETED TO EXCUSE ABSENCE.

Students who are planning to be absent are responsible for completing a pre-arranged absence form, notifying their teachers and getting all of their assignments BEFORE their absence. All work is expected to be completed by the given date(s). Teachers may require a long term project that is already assigned, to be turned in BEFORE the student leaves or immediately upon return

DIRECTIONS

1. Students must collect teacher's initials from EACH teacher.
2. Once all assignments have been noted, the form is submitted to the Principal for approval.
3. Parents sign AFTER all teachers and Principal has completed form, confirming knowledge of signatures/comments.
4. Completed form MUST be turned into the office. The office will make a copy and you will receive the original.

Student Information

Name: _____ Grade: _____ Dates of Absence _____ to _____

Please provide a brief explanation: _____

Period	Subject	Assignment/Comment	Teacher's Initials
1			
2			
3			
4			
5			
6			
7			

PARENTS' SIGNATURE

While it is possible to makeup work, it cannot replace the value of class discussion, demonstration, simulation, or background information. It is not always possible for teachers to give assignments in advance, nor can teachers be expected to reconstruct missed lessons. The value of the proposed absence should be weighed against the loss of instruction and the student's past/potential absences.

PRINCIPAL SIGNATURE:

Approved

Not Approved

Comments: _____
