



FCS Pre-Arranged Absence Form

ALL PARTIAL DAY & FULL DAY ABSENCES MUST BE PRE-ARRANGED SO THE ABSENCE IS EXCUSED
(Except for medical appointments or illness)

Please start the process 1 week BEFORE the scheduled absence.

To receive excused absences 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.

**Teachers may require a long-term project, that is already assigned, to be turned in BEFORE the student leaves or immediately upon return.

THE FOLLOWING STEPS MUST BE COMPLETED TO EXCUSE THE ABSENCE.

1. Fill out student information in box 1
2. Read and sign box 2 & send in with your student to collect assignments and initials from EACH teacher.
3. The teacher(s) complete box 3 with assignments due.
4. After the student has all assignments, turn into the school office for processing & approval.
5. All work is expected to be completed by given date in box 4

STUDENT INFORMATION: (BOX 1)

Name _____ Grade _____

Will be absent day(s)/time _____

Please provide a brief explanation of the absence _____

PARENTS/GUARDIANS: (BOX 2)

While it is possible to make up 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 students past/potential absences.

Signature _____

ADMIN APPROVAL: BOX 4

(Last step once box 3 is completed)

Approved Due Date(s) _____

Comments _____

Signature _____

(BOX 3) Collect assignments & initials from all of your teachers!

The completed form MUST be turned into the office BEFORE the absence.

PERIOD/SUBJECT	ASSIGNMENTS/COMMENTS	TEACHER INITIALS
1		
2		
3		
4		
5		
6		
7		
8		