

Pre-Arranged Absence

Turn in the application to the main office three days before the scheduled absence.

This form is to be used if the absence is **3 days or more**. This form **must be signed** by teachers and a parent.

A STUDENT IS RESPONSIBLE FOR THE WORK MISSED DURING HIS/HER ABSENCE. Please check the handbook for due date information to avoid late penalties. It is the student's responsibility to meet with the teacher to discuss information and assignments missed during the absence.

Period	Class	Comments/Assignments	Teacher's Signature and Date
1			
2			
3			
4			
5			
6			
7			

-----cut here-----

Please sign and return:

Student Name: _____ Grade: _____

Reason for extended absence: Vacation Family Event (i.e. wedding) Mission Trip College Preview

Other: _____

Dates of Absence: _____ to _____

→ I/We have considered the teacher's comments and approve of my/our student's absence.

Parent Signature: _____ Date: ____/____/____

→ I have considered the teacher's comments and agree to complete missed assignments by the agreed upon due date of _____.

Student Signature: _____ Date: ____/____/____

Principal Signature: _____ Date: ____/____/____ (Excused / Unexcused)