

## Pre-Arranged Absence Form

This pre-arranged absence form is issued upon request from a parent or teacher for a student who knows in advance of an upcoming absence (family trip, important appointments, school trip, etc.). This form will be signed by all of the teachers. It must then be signed by the parent and returned to the school prior to the absence.

Name: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason: \_\_\_\_\_

Period	Subject	Teacher	Make-up Work & Comments
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			

It is the responsibility of the student to do all assigned work as per teacher request. Failure of the student to meet the above requirement will be reflected in the grade received. This form must be returned to the High School Office prior to the absence.

Parent Signature: \_\_\_\_\_