

# PRE-ARRANGED ABSENCE FROM SCHOOL

This form should be completed by student/parent, presented to each teacher to complete, and then submitted to the school office for approval **prior** to any anticipated absence of one day or more.

The student must recognize that he/she is responsible for any work missed while being absent. The teacher will provide instructions as to what work will have to be made up, but the responsibility for the completion of the make up work rests with the student.

**Please be aware that if this is an extended absence (more than one day), teachers may not have homework available in advance due to the dynamics of each class.**

After this form is completely filled out, return it to the school office for attendance purposes.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Today's Date \_\_\_\_\_

Signature of Parent Authorizing Absence \_\_\_\_\_

Number of school days to be missed \_\_\_\_\_ Days absent \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year Month Day Year

Reason for absence \_\_\_\_\_

- Family Business/Vacation  Illness/Hospitalization  School Business (describe)  College Visit/Job Shadow (name of college/ company)

Class	Teacher	Assignment

Authorization of Administrator/Principal \_\_\_\_\_