



# Pre-Arranged Absence Form

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of pre-arranged absence: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

- *Please sign and complete the top of this form*
- *Have each teacher fill it out and sign it*
- *Return it to the Attendance Office no later than one week prior to the absence*

*Note: The student is responsible to get assignments from each teacher and to turn them in by the assigned due date. Assigned work must be completed in advance unless other arrangements have been made with the individual teacher. If teachers receive less than one week's notice, they are under no obligation to accept work due, or give credit for tests assigned during the absence. A student will receive credit for what is done during the absence, but no extra time will be given to accommodate vacations. Incompletes will be given only for extended illness.*

Period	Class	Assignments	Due Date	Teacher Signature
0				
1				
2				
3				
4				
5				
6				
7				