



Pre-Arranged Absence Form

Any absence not specifically covered in the student handbook attendance policy, such as family vacations, college visits, or other extended absence, must have a completed and Principal approved pre-arranged absence form in order to be excused. This form must be completed and submitted to the front office no later than 5 days prior to the scheduled absence. The student must meet one or both of the following conditions for Administration's approval: **1) is in good academic standing or 2) has five or fewer absences in a semester. See Student Handbook for attendance policies.**

Student Information

First Name: _____ Last Name: _____ Grade Level: _____

Reason for Absence: _____

Dates Absent: _____ Total School Days to be Missed: _____

Core Subjects ONLY

Subject	Current Grade	Assignments	Teacher Signature

I, the undersigned, acknowledge that I have read and understood the contents of this form. I am aware that submitting this form does not guarantee approval for the requested days of absence. I understand my responsibility to ensure that my student makes up any missed work within the timeframe provided by the teacher.

Parent/Guardian's Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

Approved

Not Approved