

Pre-Arranged School Absence Form

It is our desire to have every student in every class each day. Whenever possible students need to be in school. Opportunities lost through student absence leave learning gaps that are difficult to fill. If a long term absence (three days or longer) is necessary, it should be communicated to the school in advance of the absence.

To prearrange an absence, the student must communicate the absence to the office and pick up a pre-arranged absence form. The student is then responsible to contact all teachers prior to leaving, to discuss homework or other assignments that he/she will miss and complete this form. The student is then responsible to turn in all assignments and make up all exams within the prearranged time frame.

A total of five parent excused absences are allowed each quarter. Absences beyond five will result in disqualification from achievement activities.

Student Name:	Grade:
Dates of Absences:	
Parent Signature:	
Office Signature:	

Period	Class Name	Current Class Grade	Teacher Signature
1			
2			
3			
4			
5			
6			
7			