

PRE-ARRANGED ABSENCE

DIRECTIONS: This form should be presented by the student to each of his/her teachers for the periods they will be gone. The teacher's signature indicates that the student has made satisfactory arrangements for the work to be missed.

The student must return the completed form to the office PRIOR to the absence.

_____ requests a Pre-Arranged Absence.
(Student's Name)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | |

PARENT PERMISSION:

I hereby give my consent to allow _____
(Name of student)

to leave campus on _____ for _____
(Date of absence)

(Reason for absence)

Dated this _____ day of _____, 20 _____.

Parent or Guardian

Please Note: A submission of a Pre-Arranged Absence form does not mean an automatic "Excused Absence". Absence from class or school will be excused for the following reasons:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.