



PRE-ARRANGED ABSENCE FORM

A pre-arranged absence is one that require student to be out of school for one (1) or more days.

PLEASE PRINT CLEARLY

STUDENT INFORMATION	
Student Name:	Homeroom:
Student Grade: K 1 2 3 4 5 6 7 8 9 10 11 12	Number of Days Absent:
ABSENCE INFORMATION	
From Date:	To Date:
Reason for absence:	
REQUIREMENTS	
<ul style="list-style-type: none"> ✓ Take this form to ALL your teachers. They will give you assignments and initial the form. ✓ Take this form to your parent/guardian to sign. ✓ One you have your assignments/initials from ALL your teacher AND your parent/guardian as signed at the bottom, you MUST turn this form in to the Office Secretary before your extended absence. You are responsible for keeping a copy of this sheet and completing your homework. ✓ Upon returning from your extended absence, your work must be turned in to your teachers within two (2) school days. 	
TEACHERS: PLEASE PROVIDE ANY WORK THAT WILL BE REQUIRED UPON THIS STUDENTS RETURN.	
PERIOD 1:	TEACHER'S INITIALS
PERIOD 2:	TEACHER'S INITIALS
PERIOD 3:	TEACHER'S INITIALS
PERIOD 4:	TEACHER'S INITIALS
PERIOD 5:	TEACHER'S INITIALS
COMPLETE BY PARENT/GUARDIAN & ADMINISTRATION	
Parent/Guardian Signature:	Date:
Parent/Guardian Print Name:	
Administration Signature:	Date:

