FRIDAY HARBOR HIGH SCHOOL
PRE-ARRANGED ABSENCE REQUEST FORM

STUDENT NAME __________________________________________

DATE(S) OF ABSENCE____________________# OF DAYS_______

REASON FOR ABSENCE____________________________________

Please attach to this form a printout of your attendance report from the beginning of the school year.

Upon signing a pre-arranged absence contract, you are accepting the following conditions:

1. In order for your absence to be excused, you must get classwork from each of your teachers and complete and turn in classwork as assigned by each teacher.
2. You are responsible to turn in work as directed by your teachers.
3. Because of the nature of some classwork - labs, discussions, quizzes, etc. - it may be impossible for a student to make-up all missed work. In that event, your grade may be negatively affected.
4. Make-up of missed tests is to be scheduled with the teacher at his/her convenience.
5. All make-up work must be turned in one week prior to the end of the six-week progress report period or term end, as is specified in the student handbook.
6. BRING THIS FORM TO THE OFFICE BEFORE YOU LEAVE.

Attendance summary: # of AE ___________ # of AU ___________ # of Tardies ____________

Comments or additional information: ________________________

Parent Signature: _________________________________________ Date: _______________

Student Signature: _________________________________________ Date: _______________

Administrator Signature: _____________________________________ Date: _______________

Copies should be provided for the student, the Attendance Office, and the student’s advisor.

OVER for individual teachers’ signatures and assignments
STUDENT NAME ____________________________________________

Date(s) of Absence __________________________ # of Days ______

Reason for Absence ________________________________

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<tr>
<th>PERIOD</th>
<th>CLASS</th>
<th>TEACHER SIGNATURE</th>
<th>ASSIGNMENTS</th>
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