

PRE-ARRANGED ABSENCE FORM

STUDENT NAME: _____

DATE(S) OF ABSENCE: _____

Directions to parents: Please fill out your child’s name and the date(s) of the absence at least ONE WEEK prior to leaving. Read the Conditions of an Excused Absence, sign and date this form, and then give it to your child (make sure they bring it home before the trip).

Directions to students: Read the Conditions of an Excused Absence, sign and date this form, and then take it to each of your teachers and ask them to fill it out. **Bring the completed form to the front office at least one day prior to your pre-arranged absence so a copy is on file.**

Conditions of an Excused Absence:

In requesting a pre-arranged absence, a student accepts the following conditions:

1. The student is responsible for requesting assignments from each of their teachers *at least ONE WEEK PRIOR to the scheduled absence.*
2. In order for an absence to be excused, the assignments on this contract must be completed and turned in as directed by each teacher. Because of the nature of some classwork (labs, discussions, quizzes, etc.) it may be impossible for a student to make up all missed work. As a result, *a student’s grade may be negatively affected by their absence.*
3. For each day a student is absent, they have one day to make up their missed work.
4. It is the student’s responsibility to schedule make-up of tests at the teacher’s convenience.

PERIOD	CLASS	TEACHER SIGNATURE	ASSIGNMENTS
1			
2			
3			

OVER FOR PERIODS 3, 4, 5 AND SIGNATURES

PERIOD	CLASS	TEACHER SIGNATURE	ASSIGNMENTS
4			
5			
6			

Parent/Guardian Signature

Date

Student Signature

Date

Administrator Signature

Date