

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 COMPLETED FORM TO THE OFFICE AT LEAST ONE DAY 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 _____

PERIOD	CLASS	GRADE	TEACHER SIGNATURE	ASSIGNMENTS	DUE DATE	WORK COMPLETED
0						
1						
2						
3						
4						
5						
6						