**Seward Middle School**

**Pre-Arranged Absence Form (Minimum 5 days)**

This form is to be completed by Parent/Guardian, Teacher and Administrator prior to departure of proposed trip.

Student Name_____ Grade_____

Dates of Absence: _____ Reason for Absence: _____

| **Teacher's Instructions of work to be completed** | **Due Date** |
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To be completed by parent/guardian:

I agree to assist my child in the satisfactory completion of the above work while absent from school.

Parent/Guardian Signature: _____Date: _____

Administrator's Signature: _____Absence Excused: Yes ( ) No ( )