



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

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 ()