RIVERHEADS MIDDLE SCHOOL
250 Don Hanger Circle, Staunton, VA 24401
Phone (540) 414-0630 Fax 540-414-0631

PRE-ARRANGED ABSENCE FORM

I understand that good attendance is important for my success and that my absences (excused or unexcused) may affect my grades.

Student (print):_____Grade:_____

Attendance Plan __Yes __ No

Date(s) Requested:_____

Parent Signature:_____ or ( ) Attached Note

Reason for Absence(s):_____

By signing this form, your teacher is certifying that the student has notified them of an upcoming absence from school. Only when the teacher's signature has been secured and the form has been reviewed by administration will the absence(s) be marked in Infinite Campus. Completing the form does not guarantee an excused absence. The student is responsible for completing all missed assignments and turning in the pre-arranged form 24 hours prior to the requested date(s). Please review The Augusta County Handbook for the Attendance Policy.

( ) Recommend ( ) Not Recommended _____ H.R. Teacher

Comment:_____

—----------Office Only —----------

Total Absences Thus Far: _____ _____ Excused _____ Unexcused

Pre- Arranged Absences ( ) Recommended ( ) Not Recommended by Principal

Date form is given to office: _____

Comment:_____

Administration Signature:_____