

Pre-Arranged Absence Form

*(Must be pre-arranged at least **THREE** days in advance)*

Pre-arranged absences are days taken by students beyond those days when school is not in session. School personnel realizes that there are certain occasions when parents/guardians feel it is necessary or beneficial for students to miss school for trips and special events; however, students and parents/guardians must realize that extra days out of the school schedule can be detrimental to the student's learning. The benefits from being at school cannot always be equaled by a student's attempt to cover the same material alone.

No Pre-arranged absences will be approved the last two weeks of each semester.

This form is required to be completed if a student's parents/guardians decide to take:

VACATION: 2 or more days off from their student's school calendar.

COLLEGE VISIT: Students may take up to FOUR college visit days (**total**) during their junior/senior year.

MEDICAL: Students may be absent due to a prearranged medical procedure, ie a scheduled surgery.

This form is required to be signed by the student and parent/guardian.

REASON FOR ABSENCE: (check one)

Vacation _____ College Visit _____ Medical _____

OTHER: Reason: _____

Date(s) of absence: _____

Student's Name (please print) _____ ID# _____

Student's signature _____

Parent/Guardian signature _____

This form must be signed by the Principal/Assistant Principal to be approved

Principal / Assistant Principal _____

See back for Classes & Teacher Signatures

STUDENT’S NAME: _____

Dates of absence: _____

Teacher Signatures

Class:	Teacher Signature:	Make-up Date:
1st:_____	_____	_____
2nd:_____	_____	_____
3rd:_____	_____	_____
4th:_____	_____	_____
5th:_____	_____	_____
6th:_____	_____	_____
7th:_____	_____	_____
8th:_____	_____	_____

PLEASE RETURN THE COMPLETED FORM TO OFFICE 2