EAGLE RIDGE ACADEMY

Pre-Arranged Absence Form

An extended absence from school makes it very difficult for students to adequately satisfy the rigorous academic expectations of Eagle Ridge Academy. However, if a student and parent/guardian decide there is a need for an absence, the student must comply with teacher deadlines regarding completion of missed work, including tests. In order for the absence to be considered for approval as excused, the student must be in good academic standing (no grades lower than 70% in any class). **This form must be turned in to the Attendance Office three (3) days prior to the absence(s). Any later will not be approved.**

This form is to be used for any absence which is NOT due to illness, injury, or family emergency. Students who request pre-arranged absences longer than 4 or more school days will need to have a mandatory meeting with their counselor upon return to school to establish a plan for making up missed assignments and staying on track to passing their classes.

Student Name: _____ Grade: 9 10 11 12

Date(s) of Absence: _____

Reason for Absence: _____

TUESDAY / THURSDAY (MAROON DAY)					WEDNESDAY / FRIDAY (GOLD DAY)				
Period	**Teacher signature**	**Grade % in class**	**Make up work/exams**	**Date to complete**	**Period**	**Teacher signature**	**Grade % in class**	**Make up work/exams**	**Date to complete**
1					**5**				
2					**6**				
WT					**WT**				
3					**7**				
4					**8**				

Student and Parent acknowledges that the student is responsible for completing all work listed above by the given due date.

Student Signature: _____Date: _____

Parent/Guardian Signature: _____Date: _____

Administrator's Signature: _____ Date: _____

Date form was turned in: _____