

Pre-Arranged Student Absence

Please complete this form and return a copy to your building principal. This form should be presented to teachers at least two days before the absence, if possible. Students will be permitted to make up class work and tests, but must make these arrangements prior to the absence if reasonable time permits. There will not be a day for a day policy with pre-arrange absences. Your teacher will list what it is that you will have to do and also set the deadline for it to count as full credit. This deadline can be set before you leave on your pre-arranged absence so plan early with your teachers. If the absence is marked disapproved by the building principal, the student can still go but the student will abide by the student handbook policy for unexcused absences. The work will count for full credit as per the teacher's due date.

Name of the Student: _____ **Reason to be Excused:** _____

Date to be absent: _____ **Time to be excused:** _____

Date to return: _____ **Today's Date:** _____

Parent Signature: _____

Class & Teacher	Due date of assignment on the back
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Approved _____

Disapproved _____

Office Approval _____ **Date** _____

Pre-Arranged Student Absence Assignment Sheet

Teachers may also attach assignments, please just state this in the appropriate box(s).

1st Hour

2nd Hour

3rd Hour

4th Hour

5th Hour

6th Hour

7th Hour