

PRE-ARRANGED ABSENCE FORM

Student (Please print): _____

Dates of Absence: _____ to _____
Date Date

Explanation and permission of why student is missing school:

Parent/Guardian Signature

Principal's Signature (or Designee)

The student listed above has permission to miss class for the dates listed above:

- Periods: 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

I will make all arrangements with my teachers to complete missed assignments. I may request work prior to leaving on vacation and that work must be completed within five days after my return to school. Make-up tests will be arranged by the teacher but within three weeks of returning to school.

Student's Signature

**** RETURN TO ATTENDANCE OFFICE BEFORE LEAVING ****