

Pre-Arranged Absence Form

Every student is expected to attend school punctually and regularly. Reasons for excused absences include personal sickness, attendance at a funeral, doctor appointments and unique family situations for which prior arrangements have been made. Students are expected to consult with teachers for any assignments that will be missed during their absence. Additional class work may be given to be completed while the student is absent. A student's signature indicates acknowledgment of responsibility concerning these assignments.

MAA is not in favor of students taking vacation days beyond those scheduled. However, it can be unavoidable due to work schedules or other circumstances. In the event of an anticipated absence, a letter of request should be submitted to the Administrator and teaching staff one day prior to the arranged absence.

Date of Absence: _____

Student's Name: _____

Reason for Request: _____

Parent's Signature: _____ **Student's Signature:** _____

Teacher's Signature	Teacher's Comment

Administrator's Signature: _____

Date Received: _____