



Pine Hills Adventist Academy
13500 Richards Lane, Auburn, CA 95603
(530) 885-9447

Pre-Arranged Absence Request Form

Complete Steps 1-3 and turn in to the Registrar at least 3 days prior to the absence.

Step 1: Absence Information

Student Name: _____ Date of Absence(s): _____

Reason for Absence (be specific): _____

Step 2: Administrative Approval

Student's request must meet the requirements for number of permitted absences (5 days) and does not fall on blackout dates for high school (finals week).

Excused Absence: All make up work due by: _____

Unexcused Absence: NO make up work will be allowed!

Registrar's Signature: _____ Principal's Signature: _____

Step 3: Parent Acknowledgment

Signing this form acknowledges the number of pre-arranged absences is within the allowed days per year (5) and all make up work, if allowed, will be completed by the due date listed above or else it WILL NOT be accepted for credit.

Parent Signature: _____ Date: _____

Note: If a high school student is absent from class more than 15% of periods in a semester for any reason (excused or unexcused), he/she will not receive credit in that class.

Office Use:

Date Submitted: _____ Approved: _____ Denied: _____

Pre-arranged absences this year (including this request): _____

Emailed to Parents: _____