



Pre-Arranged Absence Request Form

Please complete one form for each student.

Complete the top part of this form and return the entire form to the school office at least five school days prior to the absence. After Administrative approval it will be the parent's responsibility to notify each teacher and obtain assignments.

Excusing absences for unique family situations will be determined upon meeting the following criteria:

1. This form must be completed and returned to the school office at least five school days before the absence.
2. The absence must not conflict with scheduled major school events (i.e. music programs and class trips).
3. The student must maintain their present grade point average or additional pre-arranged absences during the current school year may be denied.
4. All exceptions to this policy will be determined by the administration.

Student: _____

Dates of Absence: _____

Reason: _____

I agree that as parent/guardian I will see that my student will complete all assigned work according to stated policy.

Parent Signature: _____ Date: _____



For Office Use Only

Date Request Submitted: _____ Absence: Excused Unexcused

Administrator's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Administrative Comments/Concerns:
