



Pre-arranged/School Event Field Trip Absence Form



(STUDENT WILL BE ABSENT 2 OR MORE DAYS)

STUDENT: _____ GRADE: _____ DATE: ___/___/___

DATE (S) TO BE ABSENT FROM SCHOOL: _____

PRINCIPAL SIGNATURE: _____ DATE: ___/___/___

_____ DAYS EXCUSED _____ DAYS UNEXCUSED

REASON FOR ABSENCE:

<input type="radio"/> FAMILY VACATION/TRIP/OUT OF TOWN	<input type="radio"/> COLLEGE VISIT
<input type="radio"/> MEDICAL (2 OR MORE DAYS)	<input type="radio"/> OTHER-BE SPECIFIC:

ATTENTION PARENTS AND STUDENTS: IT IS THE UNDERSTANDING THAT IT'S THE STUDENT'S RESPONSIBILITY TO MAKE UP ALL MISSED ASSIGNMENTS DUE TO THE ABSENCE. THIS FORM IS **DUE 1 WEEK** PRIOR TO THE DAY THE STUDENT WILL BE ABSENT. PLEASE CONTACT THE SCHOOL OFFICE IF YOU HAVE ANY QUESTIONS OR NEED TO MAKE OTHER ARRANGEMENTS REGARDING THE STUDENT'S ABSENCE. THE STUDENT IS RESPONSIBLE FOR HAVING THEIR TEACHERS COMPLETE THIS FORM.

Column I-Student will be allowed to make up his/her work provided that it is accomplished within the time allotted by the teacher.

Column II-I strongly recommend that your child not be absent as his/her academic progress cannot afford the lost time.

PERIOD	SUBJECT	I	II	TEACHERS SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				

PARENT SIGNATURE: _____ DATE: ___/___/___