

# Pre-arranged Absence Form

(STUDENT WILL BE ABSENT 2 OR MORE DAYS)

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATES TO BE ABSENT FROM SCHOOL: \_\_\_\_\_

REASON FOR ABSENCE:

- FAMILY VACATION/TRIP       HUNTING/FISHING TRIP WITH PARENT  
 MEDICAL (2 OR MORE DAYS)       COLLEGE VISIT (COUNSELOR APPROVAL)  
 OUT OF TOWN – FUNERAL, ETC.       OTHER-BE SPECIFIC:

PERIOD	SUBJECT	GRADE/PERCENT	TEACHER SIGNATURE
0	HOMEROOM		
1			
2			
3			
4			
5			
6			
7			
8			

ATTENTION PARENTS AND STUDENTS: IT IS EXPRESSLY UNDERSTOOD THAT IT IS THE **STUDENT'S** RESPONSIBILITY TO MAKE UP ALL MISSED ASSIGNMENTS DUE TO THE ABSENCE. THIS FORM IS DUE 3 DAYS PRIOR TO THE DAY THE STUDENT WILL BE ABSENT UNLESS APPROVED BY THE PRINCIPAL IN ADVANCE. FAILURE TO TURN IN THE FORM MAY RESULT IN AN UNEXCUSED ABSENCE FROM SCHOOL. 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.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(College Visit only – Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_