

Elementary Pre-Arranged Absence Form

Student's Name _____ Date _____

Date(s) of Absence _____

Reason for Absence _____

Parent Signature _____

Teachers: Please fill out to reflect school work assigned.

Bible	English
Math	Penmanship
Reading	Social Studies/Science
Spelling	Other Notes:

Instructions for Pre-Arranged Absences:

- 1) Parents should come by the office and sign a prearranged absence form or send in a note to the front office at least two days before leaving.
- 2) This form is to be given to your child's teacher(s) to allow them to make-up work assignments.
- 3) This form is to be signed by the administrator.
- 4) The prearranged absence must not exceed the absentee limit. Failure to comply with this procedure will result in an unexcused absence.
- 5) Prearranged absences are not permitted during semester exams for students in 9th-12th grade.
- 6) **Assigned work must be completed as follows: 1 day makeup for every 2 days absent, with a maximum of 3 days to complete all makeup work.**

Administrator Signature _____