

# 7<sup>th</sup>-12<sup>th</sup> 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.

1 <sup>st</sup> Period	2 <sup>nd</sup> Period
3 <sup>rd</sup> Period	4 <sup>th</sup> Period
5 <sup>th</sup> Period	6 <sup>th</sup> Period
7 <sup>th</sup> Period	

### 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 disciplinary action.
- 5) Prearranged absences are not permitted during semester exams review days or exam days for students in 9th-12th grade.
- 6) **Assigned work must be completed and turned in upon return to school. Makeup tests and quizzes may be arranged with the teacher and should be completed within 3 days of return.**

Administrator Signature \_\_\_\_\_