

# 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

**Instructions for Pre-Arranged Absences:**

- *Pre-Arranged Absences may not normally exceed 5 in a semester. Unless there are exigent circumstances, every PAA after 5 in a semester will count as an Unexcused Absence and receive 2 discipline points.*
- *The student is responsible for collecting all make-up work and completing all missed assessments to turn in when student returns to school.*
- *Any days or classes missed for a family trip or special activity that causes a student to exceed twenty absences in a year will be recorded as unexcused and may jeopardize the student receiving credit for that course.*
- *Absences for family trips or special activities may not be excused during semester exams or during standardized testing unless they involve circumstances outside the family's control.*
- **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 \_\_\_\_\_