

Prearranged Absence Request

Student Name

Date

Absent Dates

Number of Days

Reason for Absence

Procedures

1. The parent/guardian must send a note or call the school principal requesting that their student be excused, in advance, for the absence(s), stating the reason for the absence(s).
2. If the absence(s) is approved, the student/parent must obtain teacher's signatures, (on the form below) and collect the homework prior to absence(s). It is the student's responsibility to inquire about additional missing assignments upon his/her return to school. To receive full credit for the absence(s), the student is required to complete assignments within the stipulated time.
3. A copy of this completed form must be returned to the school office in advance of the absence(s).

Period	Course	Teacher Name	Homework
1			
2			
3			
4			
5			
6			
7			
8			

Parent Signature: _____

Date: _____

Office Signature: _____

Date: _____