

**Pre-Arranged Absence Form**  
 (Please complete two school weeks in advance)

Pre-arranged absences may be approved or unapproved by the school. Please remember that students who are absent from class more than 15 times during a semester will not receive credit for that course. Complete this form and submit it to the school office to be reviewed by the school administration.

<b>Today's Date:</b>	
<b>Student Name(s):</b>	
<b>Homeroom Teacher(s):</b>	
<b>Date(s) of proposed absence:</b>	
<b>Reason for absence:</b>	

I understand that I am responsible for acquiring all assignments from teachers. I understand that the student(s) must complete all work assigned by the teacher during the absence in accordance with the school's attendance policy in the handbook. If the grading period ends during the absence, the student(s) will only receive credit for the work he/she has completed.

\_\_\_\_\_  
 Parent/Guardian First and Last Name Phone Number

\_\_\_\_\_  
 Parent/Guardian Signature Date

----- **OFFICE USE ONLY** -----

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

- APPROVED
- UNAPPROVED

\_\_\_\_\_  
 Administrator's Signature Date