

PRE-ARRANGED ABSENCE FORM

INSTRUCTIONS: (✓ after each step 1-4 is completed)

This form should be started at least 3 days prior to absence.

1. Parent to fill out top section or send a note and sign. ____
2. Student takes form to all teachers for assignments. ____
3. School Principal reviews and signs. ____
4. **PRIOR** to departure, a **copy** of this form is given to attendance secretary. ____ Student keeps this original.

Student's Name: _____ Dates of Absence: _____

Purpose of Absence: _____

Parent Signature: _____ or Verbal ____ or Note from Parent attached ____

TEACHER	SUBJECT	ASSIGNMENT	DUE DATE

I have read the comments of the teachers and fully acknowledge responsibility for any adverse effects caused by the absence. I also acknowledge full awareness of the conditions set for make-up work.

Student Signature: _____

Principal Signature: _____

_____ Excused Absence _____ Unexcused Absence

Excused but not recommended reason: _____

In the event of an adverse decision by the principal, the parent may appeal to the building appeal committee.