PRE-ARRANGED ABSENCE FORM

STUDENT_______________________________   ID#____________________   GRADE__________

REASON FOR ABSENCE □ Medical    □ College Visit    □ Extra-Curricular □ Vacation □ Other

EXPLAIN REASON FOR ABSENCE __________________________________________________________

DATES INVOLVED_____________________________________   TIME OF DEPARTURE______________

To the student: To be valid this form must be completed and returned to the ATTENDANCE OFFICE TWO
SCHOOL DAYS PRIOR to the intended absence. All sections of the form must be completed including
teacher and parent signatures.

To the teacher: Please check the YES or NO box if the student has proactively communicated their
intended absence with you AND have accurately indicated their grades and missing assignments.

To be filled out by the student: ____________________________

To be filled out by teachers: ____________________________

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<th>PERIOD</th>
<th>GRADE TO DATE</th>
<th>DAYS ABSENT IN PERIOD</th>
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<th>TEACHER SIGNATURE</th>
<th>COMMENT</th>
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*Board Policy 3122P – Absence for parental-approved activities - This category of absence will be counted as
excused for purposes agreed to by the principal and the parent/guardian for a maximum of five days. An absence
may not be approved if it causes a serious adverse effect on the student’s educational process.

*Any unexcused absence will count against the five days that an administrator can excuse.*

Parent/Guardian: By signing this form, you are acknowledging that you are aware of possible adverse effects on
student academics due to absences and that administration may deny excusing absences for academic or
attendance-related issues. Teachers are NOT required to allow students to make up assignments, activities, or
assessments for unexcused absences.

__________________________
Parent Signature

REVIEWED BY: ____________________________
□ All Days Excused □#_____ Days Excused □All Days Unexcused

Attendance Specialist or Assistant Principal