

PRE ARRANGED ABSENCE REQUEST FORM

- Family outings and trips, if arranged at least one week in advance may be excused. **MUST HAVE SIGNED APPROVAL FROM PRINCIPAL.**

My child _____,

will not be in school on these date's _____.

Reason: _____

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Attendance Coordinator: _____ Date: _____

Teacher's, when this form is signed by a principal you can give homework to the above student for the dates they will miss your class.

1st Period-- assignments: _____

2nd Period – assignments: _____

3rd Period-- assignments: _____

4th Period-- assignments: _____

5th Period-- assignments: _____

6th Period-- assignments: _____

7th Period – assignments: _____

8th Period – assignments: _____

- Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be allowed one (1) day for each one (1) day absence to get homework turned in and tests taken. Example: A student misses (5) days of school (Monday-Friday). When he/she returns to school the following Monday, the work for the previous Monday is due the second day back to school, Tuesday. Tuesday's work is due on Wednesday, and so on.