



## Request for Prearranged Student Absence

- This form must be completed and returned to the office a minimum of three (3) school days prior to the absence. If a form is received less than three (3) days prior, the absence will be automatically unexcused.
- The student is responsible for soliciting teacher signatures and comments prior to receiving a parent signature and administrator approval.
- It is the responsibility of the student to obtain and complete assignments missed due to prearranged absences.
- Final approval is at the discretion of administration and will be based on the reason for the absence and the recommendation of the teachers.
- Extended absences may negatively impact student learning and academic performance.

\_\_\_\_\_ will be absent from school for \_\_\_\_\_ school days, from \_\_\_\_\_ to \_\_\_\_\_.

**Purpose of Absence:** \_\_\_\_\_  
\_\_\_\_\_

### **TO BE COMPLETED BY TEACHERS PRIOR TO PARENT/ADMINISTRATOR SIGNATURES:**

Period	Class:	Grade:	Assignments / Comments:	Teacher Initials:
0				
1				
2				
3				
4				
5				
6				
SL				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

**For Office Use Only:**

Approved

Not Approved due to Academic/Attendance Concerns