



**Pre-arranged Absence Request  
when student will be out of school two days or more**

This form must be signed by a parent/guardian and returned at least two days prior to the expected absence. ***Make-up time for missed work will be one day for each day absent. It is the student's responsibility to ask the teacher for assignments/instructions.*** Students are encouraged to access Skyward during the extended absence from school.

Name of Student \_\_\_\_\_ Absence Dates \_\_\_\_\_

Purpose of Absence \_\_\_\_\_ Locker # \_\_\_\_\_

Hour	Class	Teacher's Initial	Comments/Procedure for missed work and class time
1			
2			
3			
4			
5			
6			
7			

***Extended absences are never recommended.*** There is learning that goes on in the classroom that cannot happen elsewhere and may contribute to academic hardship on the student. Please read section 1.7-Pre-arranged Absence Forms in the handbook for further information.

**Additional Comments**

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_