



**Pre-arranged Absence Request  
when a student will be out of school for 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 their extended absence from school.

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

Purpose of Absence \_\_\_\_\_

Hour	Class	Teacher's Initial	Comments/Procedure for missed work and class time
1			
2			
3			
4			
5			
6			
7			
8			

**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 \_\_\_\_\_