



**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
A1			
A2			
A3			
A4			
B1			
B2			
B3			
B4			

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 _____