



Pre-Arranged Absence Form

Please submit this form to the school office at least one week prior to the absence.

Student last name _____

MI _____

Teacher _____

Student grade level _____

ASD _____

A student may be excused for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The

Parent/guardian name _____

Date _____

Parent/guardian signature _____

Contact phone number _____

To be filled out by principal _____

This absence will be coded as _____ excused _____ unexcused.

Student absences this semester, including this absence: _____

Principal comments: _____

Principal signature _____

Date _____

A copy of the completed form with the principal's signature will be provided to the parent/guardian.

Make up work _____

When a family knows in advance their child will be absent from school for five or more days, a separate class work make-up request may be made through the school office.

Office use only

Entered in Q: _____ P-unexcused pre-arranged _____ E-excused _____ Teacher notified _____