



Pre-Arranged Absence Form

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

Complete one form for each absence.

Student last name

Student first name

MI

Teacher

Student grade level

ASD Attendance Policy

A student may be excused for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school:

- | | |
|---|--|
| 1. Illness, | 4. Attendance at a religious service, or |
| 2. Death or serious illness in the immediate family | 5. Extraordinary circumstances |

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 signature

Date

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

Make up work

CHANGED ABSENCE

GRADE:

DATE:

Assignments:

Assignments:

Assignments:

Assignments:

Assignments:

Assignments:

Assignments:

FILL OUT COMPLETELY