

# Pre-Arranged Absence Form

The purpose of this form is to arrange a pre-excuse for absences caused by professional appointments that cannot be scheduled outside of school hours and important family matters when the student will be in the company of his/her parents.

It is the established plan that no pre-arranged excuses can be approved for an early departure for Christmas break or the end of the school year during final exams. This firm policy is established to maintain the integrity and security of the program and the final examination.

Information and authorization signatures are to be processed in the order printed on this form. This request is to be processed at least one day before the absence occurs. For a longer absence, or for an absence at the beginning of a semester, the arrangement procedures must be processed a full week or more prior to the absence.

NAME \_\_\_\_\_ ID# \_\_\_\_\_

Today's Date \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

Class(es) \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Parent/Guardian\* \_\_\_\_\_

2. Principal/Front Office\* \_\_\_\_\_

Obtain signature\* of parent first, principal/office second, then teacher's signature(s).  
Turn completed card in to front office.

## TEACHERS' SIGNATURES FOR PRE-ARRANGED ABSENCE

DATE	_____	_____	_____	_____	_____
7:10	_____	_____	_____	_____	_____
8:00	_____	_____	_____	_____	_____
9:20	_____	_____	_____	_____	_____
10:15	_____	_____	_____	_____	_____
11:10	_____	_____	_____	_____	_____
12:05	_____	_____	_____	_____	_____
1:30	_____	_____	_____	_____	_____
2:25	_____	_____	_____	_____	_____

**Students must make arrangements with their teachers within one week to make up missed work.**