



Pre-Arranged Absence Form

****Due 5 days prior to absence****

Name: _____ Date: _____

Reason for Absence: _____

Grade: _____ Date of Absence: _____

Please submit this form to the office if you are planning to be absent from school for reasons not included in the excused absences--see the attendance policy outlined in the school handbook. The principal will evaluate each request on an individual basis, examining your current academic standing.

Class	Teacher	For Staff Use Only		
		Current Grade	Recommend	Do Not Recommend

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Principal's Approval: _____