

PRE-ARRANGED ABSENCE FORM

It is our belief that there are a number of experiences which may provide the student with valuable educational exposure, which the school cannot provide or duplicate. In most cases, prior arrangements can be made for the absence. Students are limited to 5 pre-arranged absences per semester. Students must make arrangements for pre-arranged absences at a minimum of 3 days in advance of the planned absence. Past performance, teacher recommendations, and attendance will have a bearing on whether a student is granted a pre-arranged absence.

Criteria for Pre-Arranged Absence:

1. You must submit a completed form 3 days in advance of the planned absence.
2. You must have endorsement from your teachers.
3. Dates cannot be in conflict with final exams or class projects.
4. Pre-arranged absences may not exceed 5 absences per semester.

Directions:

1. Complete sections 1 and 2.
2. Have your teachers sign and complete section 2.
3. Have your parents sign the form.
4. Turn completed form in to the Attendance Office at least 3 days in advance of the absence.

SECTION 1 (Students complete this section)

Student Name: _____
 Absence Dates: _____
 Reason for Absence: _____
 Parent Signature: _____ Date: _____

SECTION 2 (Students and Teacher complete this section)

PER	TEACHER	GRADE	TEACHER SIGNATURE	RECOMMENDED (circle one)	PLAN FOR MAKE-UP
1				yes no	
2				yes no	
3				yes no	
4				yes no	
5				yes no	
6				yes no	

Administrative approval: _____ Date: _____