

Student Pre-Arranged Absence Request - Students need to communicate with each teacher 2 weeks before expected absence.

Student Name_____ Grade_____

Date of Absence_____

Reason for Absence_____

Hour	Subject	Current Status in class	Work required prior to absence	Teacher's Initial	Work to complete or while on vacation
1					
2A					
2B					
3A					
3B					
4A					
4B					
5					
ADV					

Note: No absence can be entirely made up. Completion of this form makes it possible for your student to be eligible for an EXCUSED absence with student to teacher communication ahead of time which may require the student to work ahead. Failure to adhere to these conditions may result in denial of make-up privileges.

Signature of Parent or Guardian_____ Date_____

Signature of Administrator_____ Date_____