

DATE _____

Principal Acknowledgement _____

STUDENT INDIVIDUAL PRE-ARRANGED ABSENCE FORM

Pre-arranged absences are unexcused unless this form has been completed and turned in to the office prior to the absence. Please try to schedule appointments for after school, on Saturdays or during vacations, if possible. If it is necessary to make appointments on school days, try to make them for early in the day or late in the day to minimize the amount of school missed

Students absent for reasons will be other than District approved absences are considered unexcused with this exception: parents may pre-excuse their child for any reason for up to 10 days per year. If a known absence is not pre-arranged in writing, it will be considered unexcused.

Complete this form and include:

1. Reason for absence
2. The student must make satisfactory arrangements for assignments indicated below
3. Parent's signature

CHILDS NAME: _____ TEACHER: _____

DATES OF REQUESTED ABSENCE: _____

REASON FOR ABSENCE: _____

PARENT/GUARDIAN SIGNATURE: _____

ASSIGNMENTS: To be completed by teacher (Additional comments may continue on back)

SUBJECT	GRADE	TEACHER	COMMENTS
READING	_____	_____	_____
LANGUAGE ARTS	_____	_____	_____
MATH	_____	_____	_____
SCIENCE	_____	_____	_____
SOCIAL STUDIES	_____	_____	_____
ART	_____	_____	_____
MUSIC	_____	_____	_____
PHY ED	_____	_____	_____

Copies of the approved request: Attendance Secretary, Classroom/special teacher and Student.