

## Pre-Arranged Absence Form

This form must be completed and submitted to the school office no later than 2 days prior to the scheduled absence.

Complete 1 form per student

Student Name: \_\_\_\_\_ Date(s) Of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

The following must be signed by each teacher.

Teacher: Please indicate any work that will be missed, and other notes or comments.

<b>Class/Period</b>	<b>Teacher Signature</b>	<b>Notes</b>

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone contact: \_\_\_\_\_