

PRE-ARRANGED ABSENCE FORM - Secondary

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

Complete one form per student.

STUDENT NAME: _____

SCHOOL: _____

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.

Class/Period	Teacher signature	Notes

Parent signature: _____ Date: _____

Telephone contact during absence: _____

Student signature: _____ Date: _____

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Any absence not specifically covered by another section of the Conduct Code, such as family vacations, college visits, or other extended absence, must complete a pre-arranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. In order for the absence to be excused, the student must meet one or more of the following conditions:

1. Is in good academic standing
2. Has no unexcused absences
3. Has four or fewer excused absences in a semester or seven or fewer in a school year

The school will enforce the written district policy for make-up work.

Administrative use:

- Administration has checked student academic performance and student is passing all classes.

Administrator or Designee signature: _____ Date: _____