

**PRE-ARRANGED ABSENCE REQUEST FORM**

\_\_\_\_\_  
 Student Name Date of Request

REASON FOR REQUEST \_\_\_\_\_

Dates of Missing School \_\_\_\_\_ to \_\_\_\_\_  
1<sup>st</sup> Day Missed Last Day Missed

APPROVAL WILL DEPEND ON ATTENDANCE AND CLASS PERFORMANCE

Period	Teacher	Subject	Grade	Days Absent	OK	Not OK	Work Due When Return
0							
1							
2							
3							
4							
5							
6							
7							

I understand that if approved, all work must be made up as arranged with each teacher. If disapproved, I will be expected to be in school

\_\_\_\_\_  
 Student Signature Parent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Reason \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Administrator's Signature Date