

PRE-ARRANGED ABSENCE

INSTRUCTIONS: *This form must be signed by each of your Teachers, One Administrator, and your Parent, then returned to your Coach/Sponsor, Dean of Students or the Office before you will be allowed to participate.*

Student's Name: _____ Grade: _____

Date Leaving: _____ Date Returning: _____

Reason for Absence: _____

Class	Teacher Signature	Abs/Tidy	Make-Up Work	Citizenship	Current Grade
HOMEROOM					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8. LIBRARY				Overdue Books?	

Behavior / Citizenship Grades: 1 = Exceptional 2 = Satisfactory 3 = Needs Improvement 4 = Ineligible

*NOTE: For each day missed, students have 1 day to turn in make-up work. In situations where teachers do not provide make-up work, students have 2 days to turn in assignments for each day missed. Students should be prepared to take tests upon return if announced before departure.

*MAKE-UP WORK: Must be requested a Minimum of THREE DAYS before departure.

Parent Signature: _____

Administrator Signature: _____