

# Pre-Arranged Absence Form

Student Name \_\_\_\_\_

Date(s) of Absence(s) \_\_\_\_\_

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

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

**Student is responsible for getting this form completed and returned with parent signature back to the ATTENDANCE office *before leaving*. (Please note that students are allowed a total of 13 absences for the entire year.)**

Period	Class	Teacher Signature	Assignment

APPROVED BY \_\_\_\_\_

(For office staff use only)