

# PRE-ARRANGED ABSENCE FORM

6th- 12th GRADES

STUDENTS NAME: \_\_\_\_\_

DATE OR TIMES TO BE ABSENT: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

| PERIOD | SUBJECT | ASSIGNED WORK WHILE ABSENT | TEACHER INITIALS |
|--------|---------|----------------------------|------------------|
| 1      |         |                            |                  |
| 2      |         |                            |                  |
| 3      |         |                            |                  |
| 4      |         |                            |                  |
| 5      |         |                            |                  |
| 6      |         |                            |                  |
| 7      |         |                            |                  |

**PRE-ARRANGED ABSENT FORM DOES NOT AUTOMATICALLY EXCUSE ANY ABSENCE.**

**NOTE:** YES, YOU WILL NEED A NOTE FROM YOUR PARENT/GUARDIAN UPON YOUR RETURN TO SCHOOL FOR AN ADMIT SLIP.

ALL PRE-ARRANGED ABSENCES MUST BE PARENT APPROVED.

ANY SCHOOL SPORT ACTIVITY THAT YOU ARE NOT AN ACTIVE PARTICIPANT IN THE GAME WILL BE AN UN-EXCUSED ABSENCE.

SCHOOL RELATED, MEDICAL, CULTURAL, FAMILY EMERGENCY, COURTS, FUNERALS ARE EXCUSED.