

Pre-arranged Extended Absence Form

All pre-arranged extended absences must be communicated by parents to the office in written form at least 24 hours prior to absence.

Student _____ Date _____

Days of absence _____

Reason for absence _____

I understand that my student must arrange to get assignments from each class teacher and is required to have assignments completed upon return to school.

Parent's Signature _____

Office use only:

Academically in good standing

Academically below 2.0 GPA in:

Absences to Date in Periods:

1st _____ 2nd _____ 3rd _____ 4th _____

5th _____ 6th _____ 7th _____ 8th _____

Comments: _____

Approved by Administrator _____ Date _____

Non Approval by Administrator _____ Date _____