

Pre-Arranged Extended Absence Form - Grades 7-12

All pre-arranged absences (for more than one day) must be communicated to the office using this form at least 2 days prior to absence.

Student _____ Date _____

Days of absence _____

Reason for absence _____

Please complete the back of this form with each of your teachers (See reverse side)

I understand that the student will be responsible for making arrangements with each teacher to get assignments and turn in work according to the schedule arranged.

Student's Signature _____

Parent's Signature _____

Office use only:

Academically in good standing

Academic concerns in the following courses:

Absences to Date in Periods:

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

5th _____ 6th _____ 7th _____ Zero/8th _____

Comments: _____

Approved by Administrator _____ Date _____

Non Approval by Administrator _____ Date _____

Student: Meet with each of your teachers to create a plan for making up assignments:

1st Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

2nd Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

3rd Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

4th Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

5th Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

6th Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

7th Period Class _____ Teacher Initials _____
Assignments and Due Dates: _____

Zero/8th/Extra Curricular _____ Teacher Initials _____
Assignments and Due Dates: _____
