

Pre-arranged/Extended Absence Request

Parent & Student: Please fill out this form ASAP, pass to teachers, and turn in completed form to the administration for approval 3 days before your absence. Copies will be made for homework purposes.

Today's Date:	
Student Name:	
Reason for Extended Absence:	
School dates* of student's pre-arranged absence:	Quarter:
How many days have you missed this current school year, for any reason? (sick, trips, appointments, personal, etc)	#of days missed:
Parent Signature:	

**Absences beyond 4 school days will be approved based upon student academic progress.*

Teacher Name (Print & Sign)	Class Name:	Make-up work:
First Period		
AM Block		
Seminar		
PM block or PM 1		
PM 2		
Advisor		
Administrator notes:		
Administrator signature		