

Pre-arranged Absence Notification to Parents, Teachers and Administration

- Written requests must be received by the Principal at least five days prior to the absence.
- Arrangements for completing all work must be made with all teacher(s) prior to the absence.

PART 1: Home

Student's Name _____ Date(s) of Absence _____

Destination _____

Reason/Purpose (check one):

- Family Vacation/Hunting Trip-up to five days total per school year.....
- College Visit-up to two days for juniors, three for seniors.....
- Field Trip - Teacher/Class: _____
- Job Shadowing
- Medical procedure

Parent Permission:

I approve my child's pre-arranged absence. _____
(Parent's signature and date)

PART 2: School

Period 1: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 2: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 3: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 4: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 5: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 6: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 7: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 8: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Period 9: _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Independent Study _____ Is student passing this class? Circle one: Y N
(Teacher's Signature-Class)

Principal: This student is.....

- approved unconditionally
- denied due to ___grades, ___attendance, and/or ___behavior.

(Principal's Signature and Date)