



**PRE-ARRANGED ABSENTEE FORM**

Students are responsible for securing any and all make-up work from their teachers prior to the trip. **Any assignments made prior to the period of absence will be due upon return to school.** The student will be responsible for making the necessary arrangements with teachers to make up any missed work.

Parents and students must be aware of the probable effect of extended absenteeism and its direct relationship to educational success. While a student may be allowed to make up missed work, it may be difficult to completely recover the salient points of classroom lessons that arise through class participation and discussion. **Pre-arranged forms are utilized to secure work from their classes while missing school; however, pre-arranged form does not guarantee that their absence(s) will be excused. If the request is denied, it does not prevent you from going on a trip. Please refer to the attendance policy about excessive absences.**

Student Name: \_\_\_\_\_ **Grade Level** \_\_\_\_\_

Date(s) requested for absence: \_\_\_\_\_

Specific reason for absence: \_\_\_\_\_

Educational benefit: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Every teacher must sign this document signifying knowledge of the expected absence**

Period	Class	Teacher Name	Initials/Comments
1			
2			
3			
4			
5			
6			
7			

**ADMINISTRATOR'S REVIEW**

- Request Approved
- Request Denied

Reason (indicate from attendance policy): \_\_\_\_\_

\*Administrator's Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*The pre-approved absence request is invalid without an Administrator's signature.**

***Please return this form to the office at least one week prior to your trip.***