



**PRE-ARRANGED ABSENCE FORM**

A Pre-Arranged Absence form is required for any planned absence 2 days or longer including school-sponsored events.

**This form must be filled out and turned into the Main Office three SCHOOL days prior to departure from school in order for the absence to be excused.**

If the form is not turned in 3 school days prior to leaving, the absence will not be excused. This means you will not receive credit for work you have missed.

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Travel Dates: \_\_\_\_\_ to \_\_\_\_\_ Number of missed school days \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for absence: \_\_\_\_\_

**PROCEDURES CHECKLIST**

- Take the form to your teachers and have them sign and comment using the chart on the back of the form.
- Students and parents must sign the bottom of this form
- Return the form to the Main Office three school days prior to your absence

**I \_\_\_\_\_ (parent/guardian name) acknowledge that school missed because of school-sponsored or non school sponsored activities requires a commitment on the part of the student and parents to make-up work during regular school hours and may require additional tutoring (at the cost of the family) to make up for missed classtime and assignments. I accept the responsibility to support my child in getting caught up as soon as possible.**

**Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_**