

Prearranged Absence

DATE _____

- Directions:
1. This form should be made in duplicate.
 2. Student presents this form to each of his/her teachers. The teacher's signature indicates that the student has made satisfactory arrangements for the work to be missed.
 3. Student then takes the form home to be signed by a parent
 4. The student must return the completed form to the school office PRIOR to the absence. One copy of the prearranged absence form will be returned to the student after office personnel have signed it and one copy will be on file in the office.

_____ requests a prearranged absence.
(Student Name)

From: _____ To: _____ Reason: _____
(Dates)

TEACHERS' SIGNATURES

Early Period: _____ Homework: _____

Period 1: _____ Homework: _____

Period 2: _____ Homework: _____

Period 3: _____ Homework: _____

Period 4: _____ Homework: _____

Period 5: _____ Homework: _____

Period 6: _____ Homework: _____

Parent Signature: _____

Office Signature: _____