



**REQUEST FOR PRE-ARRANGED ABSENCE**

*This form should be submitted to the Office at least two school days prior to the absence requested.*

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Date(s) of Absence(s): \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_

\_\_\_\_\_

Fill in the chart below to indicate which classroom teachers need to be notified of your absence, including your Elective/Specials teachers.

Teacher Name	

My signature below indicates I have read and understand the policies regarding absences in the Handbook, available on the website under Student Life.

I understand, ***based on reading the Handbook***, this absence is

- Excused
- Unexcused

Failing to turn in this form, all absences are automatically Unexcused.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*\*A separate form is required for each student.\*\*

**Office Use Only:**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

- Circle - Excused or Unexcused
- Teachers emailed
- Recorded in FACTS