**PRE-ARRANGED ABSENCE FORM**

**NON-SCHOOL RELATED**

Students with advanced knowledge of absences are required to pre-arrange the missed school time by completing this form. **Arrangements for planned absences must be made at least three school days prior to the day or days requested is they are to be exempt from the 12 day limit.**

**GPA \_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROCEDURE FOR STUDENTS**

**Step 1.** Obtain the form from the Attendance Office.

**Step 2.** Complete the following information:

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Absence Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/Day/Year Month/Day/Year

Periods: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3.** Get your parent/guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4.** Complete the following schedule information and have each of your teachers sign their approval or disapproval, with comment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PERIOD | CLASS | TEACHER’S NAME | APPROX GRADE | APPROVAL / DISAPPROVAL | COMMENTS |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |

**Step 5.** Return this form to a building administrator for a conference appointment.

Conference Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary:

Exempt Absence

Cleared Absence