

PRE-ARRANGED ABSENCE FORM - Secondary

Any absence not specifically covered by another section of the Conduct Code, such as family vacations, college visits, or other extended absence, must have a completed and Principal approved pre-arranged absence form in order to be excused.

This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence. The student must meet one or more of the following conditions for the Principals' approval: **1) is in good academic standing, 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.**

STUDENT NAME: _____

SCHOOL: _____ Grade: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Telephone Contact during absence: _____

The following information must be provided by the teacher accompanied with a signature from each teacher:

Class/ Period	Current Grade	Teacher Signature	Notes

☐ Approved

☐ Not Approved

Administrators Name: _____ Title: _____

Administrator Signature: _____ Date: _____