

PRE-ARRANGED STUDENT ABSENCE FORM

Students who are absent for 15% or more of any class each 9 weeks (14 absences, excused or not, to a class that meets 5 days/week) will automatically receive an F grade for the semester.

STEPS 1 -3 must be completed before beginning step 4.

STEP 1:

Student Name: _____

Date(s) of Absence _____

Time(s): _____

Reason for Absence(s): _____

STEP 2:

Parent Signature

Date

STEP 3:

Administrative Approval

Date

STEP 4:

	<u>Class</u>	<u>Teacher's signature</u>	<u>Work Assigned</u>
1st Period	_____	_____	_____
2nd Period	_____	_____	_____
3rd Period	_____	_____	_____
4th Period	_____	_____	_____
5th Period	_____	_____	_____
6th Period	_____	_____	_____
7th Period	_____	_____	_____
8th Period	_____	_____	_____

Work Supervisor (if working on campus) _____

STEP 5: Return form to the office and get a copy so you can complete work assigned by teachers.

It is the student's responsibility to make-up any work missed during absence(s).