

This form must be COMPLETED and SUBMITTED to the High School Office BEFORE the first scheduled absence

Failure to submit this completed form could result in the absences to be listed as “excused” and not “pre-arranged”, which may count against a student’s attendance. Students are allowed **FIVE total prearranged absences per school year**. Any absence beyond this amount will be considered “excused” and will count against a student’s attendance.

Student: _____ Date Submitted: _____

Date(s) of Absence _____

By signing this form, you are allowing your child permission to be absent from school on the day(s) indicated. Please sign and return with reason for absence(s).

Specific reason for request _____

Parent Signature _____ Date _____

Teachers - please fill out below section.

Class	Teacher Signature	Current Grade
1 st	_____	_____
2 nd	_____	_____
3 rd	_____	_____
4 th	_____	_____
5 th	_____	_____
6 th	_____	_____
7 th	_____	_____

Approved By _____ Date _____