



Pre-Arranged Absence Form

High School

Please fill out the top portion of the form **two weeks prior to the absence** and return to the High School office.

Student Name: _____ Grade: _____

Date of Absence: _____

Total Number of Days: _____

Detailed Reason for Absence: _____

Parent Signature: _____ Date: _____

| A Day Class _____ | Teacher Initials | B Day Class _____ | Teacher Initials |
|--------------------------|-------------------------|--------------------------|-------------------------|
| 1st Block _____ | _____ | 1st Block _____ | _____ |
| 2nd Block _____ | _____ | 2nd Block _____ | _____ |
| 3rd Block _____ | _____ | 3rd Block _____ | _____ |
| 4th Block _____ | _____ | 4th Block _____ | _____ |

_____ Absence excused, must submit all missed assignments within 2 days of returning to school

_____ Absence not excused

Principal's Signature: _____ Date: _____