



Lower & Middle School Pre-Arranged Absence Form

Please fill out the top portion of the form, sign, and return to the School Office. *Two Weeks' notice is recommended.*

Student Name: _____ Grade: _____

Date(s) of Absence: _____ Total Days Absent: _____

Detailed Reason for Absence: _____

Parent Signature: _____ Phone #: _____

Lower School Teacher Signature: _____

Middle School Teachers' Signatures: *1st Block:* _____

2nd Block: _____ *3rd Block:* _____

Bible: _____ *8th Adv. Spanish:* _____

Administrator Signature: _____

For office use:

____ Absence excused, must submit all missed assignments within two days of returning to school.

____ Absence excused once student has submitted all missed assignments and one paragraph for each day of absence with details and pictures (illustrated or photos) about your trip. Both items listed are due within two days of returning to school.

____ Absence not excused.
