

PRE-ARRANGED ABSENCE REQUEST FORM

MUST HAVE SIGNED APPROVAL FROM PRINCIPAL

My chi	ld					,	
Will not	be in school (dates):					
Reason:							
Parent S	Signature:						
	DATE: _			_			
Principa	al Signature: _						
	DATE: _			_			
Teacher	Initials Requi	red Below					
1st	2nd	3rd	4th	5th	6th	7th	

Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be allowed one (1) day for each one (1) day absence to get homework turned in and tests taken. Example: A student misses (5) days of school (Monday - Friday). When he/she returns to school the following Monday, the work for the previous Monday is due the second day back to school, Tuesday. Tuesday's work is due on Wednesday, and so on.