



Pre-Arranged Absence Form

This form must be completed, **at least one week in advance**, by the Head of School and the student's teachers, prior to the scheduled absence. The Head of School will have final determination of whether the absence will be marked as excused or unexcused.

Step 1: Parent emails dates of requested absence (or writes note with signature)

Student Name: _____ Grade Level: _____

Date(s) of Absence: _____ to _____

Reason for Absence: _____

I understand that the completion of schoolwork is my responsibility and I must submit my work according to the time schedule set by each teacher.

Student Signature

Step 2: Head of School approval

Absence Determination: Excused Unexcused Against Educational Advice

Head of School Signature

Step 3: Student takes form to all teachers to sign

Period	Class	Teacher Signature	Grade: %	Assignments & Work to be Completed
1 st				
2 nd				
3 rd				
4 th				
5 th				
6 th				
7 th				

Return to the Front Office to complete pre-arranged absence.