

PRE-ARRANGED ABSENCE REQUEST (3+ Days)

This form must be signed by the parent and returned to the office at least *one week prior* to the requested absence. Once the principal has declared the absence excused or unexcused, the form will be returned to the student. It is the student's responsibility to obtain signatures from each teacher and return the form to the office. **Do not get teacher signatures until it has been approved by the principal.**

Today's Date _____

Student Name _____ Grade _____

Date(s) of Absence _____

Reason: _____

Parent Signature _____ Date _____

Teachers: Please DO NOT sign until a principal has signed and approved ahead of time.

| Period | Teacher | Current Grade | Check Daily |
|-----------------|---------|---------------|---|
| 1 st | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |
| 2 nd | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |
| 3 rd | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |
| 4 th | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |
| 5 th | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |
| 6 th | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |
| 7 th | _____ | _____ | <input type="checkbox"/> FACTS <input type="checkbox"/> O365 <input type="checkbox"/> Other _____ |

OFFICE USE ONLY

School Ab. Ex. Ab. with HW Ext. Ex. Class Work Due _____ Test /Assessments Due _____

Guidance Counselor Signature _____ Date _____

Principal's Signature _____ Date _____

- Counselor grade check Admin Approval Back to Counselor for Student Return to Counselor for Distribution
- Entered into FACTS Approval by International Director (International Student)

KEY: Ab. = Absent Ex. = Excused HW= Homework Ext. = Extension