

PREARRANGED 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 administration 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. **Please do not get teacher signatures until it has been approved by the school counselor.**

Reminder: Per the District Parent-Student Handbook, "a student may not receive credit in a course in which he or she has exceeded 12 absences per semester, excused or unexcused. This includes absences for medical appointments and illnesses."

TODAY'S DATE _____

STUDENT'S NAME _____ GRADE _____

DATE(S) OF ABSENCE _____

REASON _____

PARENT SIGNATURE _____

DATE _____

Teachers: Please DO NOT sign until a school counselor has signed and approved the absence first.

PERIOD	TEACHER	CURRENT GRADE	CHECK DAILY	SPECIAL INSTRUCTIONS
1ST				
2ND				
3RD				
4TH				
5TH				
6TH				
7TH				

*If any current grades are a "D" or an "F," please see the school counselor for an additional follow-up.

OFFICE USE ONLY

Classwork Due _____ Test/Assessments Due _____

School Counselor 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