## PREARRANGED ABSENCE REQUEST

To be filled out 10 days in advance
Return to office
Today's date: $\qquad$
Student's name: $\qquad$ Grade: $\qquad$
(Print)
Reason for absences: $\qquad$ Dates of absences: $\qquad$

Missing classroom instruction cannot be duplicated and can be a disadvantage for learning and obtaining information as well as good grades. All assignments and tests should be completed upon returning from the absence and/or will be allowed to be made up in accordance with the student's handbook.

Parent signature: $\qquad$

| Teacher/Subject | Instructions |
| :--- | :--- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

