

PREARRANGED ABSENCE FORM

Date: _____

Student(s): _____

Teacher(s): _____

Date(s) of Absence: _____

Reason for Absence: _____

The student(s) will be required to keep a daily journal during this absence. This journal should reflect experiences relating to his/her courses of study. When the student(s) returns to school, the journal will be reviewed by the teacher and possibly shared with the class. A nightly reading assignment will be given to the student. **Additionally**, in order for the student to return to class in good academic standing, the student may be given **further** assignments.

Parent signature: _____

-----For Office Use-----

Registrar Signature: _____

Student: _____
Total Absences: Excused _____ Unexcused _____
Total Tardies: _____ (check-ins/check-outs)

Student: _____
Total Absences: Excused _____ Unexcused _____
Total Tardies: _____ (check-ins/check-outs)

Teacher(s) Signature: _____

Administrator Signature: _____

