

Date Received: _____

Pre-Arranged Absence Request

1. Parent/Guardian will write a note/letter requesting approval for the pre-arranged absence.
The note/letter will be attached to this form.
2. The completed form with all teachers' signatures and student's information including attendance and grades must be returned ASAP.
3. Students not following this procedure will receive an unexcused absence for each day they are not in school.
4. Grades and attendance will be reviewed and may prevent approval.
5. The student is responsible for checking CHALK, requesting and completing all make-up work upon return and within the timeframe outlined by the teacher(s) and School Board policy.

STUDENT'S NAME: _____ **ID #** _____

Trip to: _____

Dates of Trip: _____

Elementary Teacher: _____

Attendance: Tardy: _____ Absences: _____

Current Grade

Math: _____

Lang Arts: _____

Science: _____

Social Studies: _____

Comments: _____

Administration

Signature: _____ **Date:** _____

Approved

Not Approved