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