



Pre-Arranged Absence Request (9-12)

Student: You are responsible for presenting this slip to each teacher whose class you will be missing. After you have your parent's signature and all the teachers' signatures, you must have the principal sign the form. Then, you must return the form to the attendance office (registrar) at least one (1) day before the proposed absence. **Pre-arranged forms that are not approved will result in non-excused absences.**

Student's Name: _____

Periods to be missed:

Date(s) of Absence: _____

1 3 5 7

2 4 6 8

Reason for Absence: _____

Teacher's Signatures (*circle P or F for passing or failing the class*):

1st _____ P or F

4th _____ P or F

7th _____ P or F

2nd _____ P or F

5th _____ P or F

8th _____ P or F

3rd _____ P or F

6th _____ P or F

Chapel _____

Parent's Signature

Principal's Signature

Date

Date Turned In: _____