

**PRE-ARRANGED ABSENCE**

\_\_\_\_\_ has requested permission to be  
(Name)  
 dismissed from school \_\_\_\_\_ through \_\_\_\_\_  
(Date)  
 for the following reason: \_\_\_\_\_

Absence from school may adversely affect a students grade since any class or course may be dependent to a greater or lesser degree on certain classroom experiences such as discussion, use of machines, and participation in activities.

It is not always possible for a teacher to know exactly what assignments will be utilized several days in the future. Therefore, it is the STUDENTS RESPONSIBILITY to check with the teacher upon return to obtain any different or additional assignments.

Teachers: Please indicate here the students obligation to your class in order to keep up on school work.

Period	Class	Teacher's Comments	Teacher's Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**Students** should return this form to the attendance office at least 3 days before your departure.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Counselor Signature \_\_\_\_\_