

PRE-ARRANGED ABSENCE FORM

(This form must be complete and submitted to the school office 3 days prior to the scheduled absence.)

Student Name:	Date(s) of Absence:
Teacher Name:	Reason for Absence:
Grade Level:	

The following to be completed by teacher(s)

TEACHER NOTES:

READING	
WRITING	
MATH	
SCIENCE	
SOCIAL STUDIES	
OTHER	

Parent Signature:	Date:
Teacher Signature:	Date:
School Administrator:	Date: