REQUEST FOR PRE-ARRANGED ABSENCE

The securing and execution of this form is the responsibility of the student

The parents of_____are planning to cause their student to be absent from school for _____school days from_____to_____for the purpose of_____. We request that the school cooperate with is allowing this student to make up work for it. The student is expected to have this completed form in the office not less than two school days prior to the first day of absence: exceptions being funerals.

_____

(Parent's Signature)

ACADEMIC STANDING

Missing school at this time depends largely on your process in your classes. To evaluate this and to determine if your grades indicate that you can afford to be gone, you must present this form to each of your classroom teachers and ask them to indicate your present grade standing and the make-up work needed for the time you will miss. Ask them to indicate this in the space below.

Student	Grade Standing	Teacher	Assignments