

## PRE-ARRANGED/EXTENDED ABSENCE FORM

### Request for Make-Up Work

Pre-arranged absences and extended absences of three or more days should be reported to the Attendance Office a minimum of 48 hours in advance. This form must be returned after all teachers and parent/guardian signatures are complete. If this form is not completed correctly or if received after the deadline, the student may not receive credit for work.

When assignments are provided by the teacher before the student leaves, the student is required to return the completed assignments upon return to each class on the first day back to school. Exceptions may be made with teacher discretion. Late work may not be accepted for credit.

Please remember that although students have the ability to make up missed work, missing direct instruction can never truly be made up. Ultimately, this may impact a student's grade.

<b><i>To Be Completed by Parent or Guardian:</i></b>	
My child _____ ID # _____ will be absent on the following date(s): <i>Please Print</i>	
_____, for the following reason:	
<input type="checkbox"/> Required court appearance <input type="checkbox"/> Religious reason <input type="checkbox"/> College visitation (Limited to juniors and seniors prior to March 1. Proof of visit must be turned in) Name of College: _____ <input type="checkbox"/> Vacation (Unexcused – with the ability to make-up work) <input type="checkbox"/> Other (Please provide reason): _____	
Parent Signature: _____	Date: _____
Student Signature: _____	Date: _____

***All teachers must sign this form prior to the absence***

<b><i>To Be Completed by School Personnel:</i></b>			
Class/Subject	Teacher	Signature	Assignment/Comment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
School Administrator Signature: _____			Date: _____
Absence(s) are <i>Excused</i> : _____		Absence(s) are <i>Unexcused</i> : _____	