

**PRE-ARRANGED ABSENCE REQUEST**

**STUDENT:** \_\_\_\_\_ **DATE RECEIVED IN OFFICE:** \_\_\_\_\_

This form is available for families and students to request **prior approval** for a planned absence. While we discourage missing class, it is understandable that some family situations may require it. No planned absence should cause a serious detrimental effect upon academic progress.

**DATE(S) OF ABSENCES:** \_\_\_\_\_ **& REASON FOR ABSENCE(S)** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Contact phone:** \_\_\_\_\_

- 1. Family completes top portion of this form.**
- 2. Classroom teacher add comments, current grade percentage, and sign.**
- 3. Submit completed form to Mrs. Clark-Bennett 48 hours before your planned absence.**

**Period 1:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Period 2:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Period 3:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Period 4:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Period 5:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Period 6:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**Period 7:** Teacher Comments: \_\_\_\_\_

Current Grade Percentage: \_\_\_\_\_ Teacher Signature \_\_\_\_\_

**PLEASE SUBMIT THIS COMPLETED FORM TO MRS. CLARK-BENNETT**

**ADMINISTRATOR APPROVAL:** YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**ADMINISTRATOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_