

PRE-ARRANGED ABSENCES

BEFORE OBTAINING SIGNATURES, ATTACH A LETTER STATING THE REASON THE STUDENT WILL BE ABSENT WITH THE GUARDIAN'S SIGNATURE. ABSENCES BEFORE OR AFTER A SCHOOL RECESS WILL BE UNEXCUSED PER THE SCHOOL HANDBOOK. NO PREARRANGED ABSENCES WILL BE GRANTED DURING FINALS. PLEASE NOTE: EXCESSIVE ABSENCES (MORE THAN 8 IN AT LEAST ANY ONE CLASS PER SEMESTER), MAY RESULT IN THE LOSS OF PARKING PRIVILEGES AND/OR THE LOSS OF CREDITS.

_____ HAS MADE ARRANGEMENTS TO BE ABSENT ON THE FOLLOWING DATES _____. ASSIGNMENTS ARE TO BE MADE UP.

(This form must be signed by an administrator before being presented to your teachers.)

ADMINISTRATOR'S SIGNATURE _____ DATE _____

Excused _____

Unexcused _____

CLASS	TEACHER SIGNATURE
1 ST _____	_____
2 ND _____	_____
3 RD _____	_____
4 TH _____	_____
5 TH _____	_____
6 TH _____	_____
7 TH _____	_____

AFTER ALL OF YOUR TEACHERS HAVE SIGNED THIS FORM PLEASE RETURN IT TO THE ATTENDANCE OFFICE. THANK YOU.