

	<h1 style="margin: 0;">PRE-ARRANGED ABSENCE FORM</h1>
---	---

A pre-arranged absence may be excused provided that:

1. A PRE-ARRANGED ABSENCE FORM signed by the student’s parent/guardian, teachers, and Office Manager is on file with the office in advance of the absence.
2. The student makes arrangements for make-up work and assignments with the teachers involved prior to the absence. Late work (within 1 week) can be submitted next SCD w/ no late penalty imposed.
3. The absence does not occur during any scheduled FINAL EXAM.
4. The absence is considered VALID according to the ACE policy found in the Student Handbook.

*******TO BE COMPLETED BY THE STUDENT IN THE FOLLOWING ORDER*******

1. Have PARENT or GUARDIAN complete & sign this form.
2. The OFFICE MANAGER must sign this form BEFORE the classroom teachers.
3. Have your classroom teachers and Character Chore Coordinator sign this form.
4. Return the form to the OFFICE prior to the absence.

.....
Student Name _____ Date of Absence _____

Reason for Absence:

Signature of Parent/Guardian

Office Manager

TO BE COMPLETED BY STUDENT

Class	Teacher Signature
1. Character	_____
2. Science	_____
3. Language Arts	_____
4. Humanities	_____
5. Latin	_____
6. Character Chore Coordinator	_____
7. Other	_____

RETURN THIS FORM TO THE OFFICE MANAGER WHEN COMPLETED