

Excused

Unexcused

Date Initially Received: _____ by _____

Administration Signature: _____

Date Received by Data Entry: _____

Date: _____

MIDDLE SCHOOL
PRE-ARRANGED ABSENCE REQUEST

1. Parent/Guardian will complete the Pre-arranged absence request.
2. The student is responsible to go to each teacher and get his/her current grade and teacher signature, then turn in to his/her guidance counselor.
3. Completed forms must be submitted **5 days prior** to requested dates.
3. Students not following this procedure will receive an unexcused absence for each day they are not in school.
4. Grades and attendance will be reviewed and may prevent approval.
5. The student/parent is responsible for checking Skyward, requesting and completing all make-up work upon return and within the timeframe outlined by the teacher(s) and School Board policy.

STUDENT'S NAME: _____ **GRADE:** _____ **ID #** _____

Reason for Absence(s) : _____

Dates Requested: _____

Students need to get current grades and signatures from all of his/her teachers

GRADES				
Period	Subject	Grade	Teacher Signature	Comments
1				
2				
3				
4				
5				
6				

To be completed by Guidance Counselor

ATTENDANCE						
ALL ABSENCES	EXCUSED	UNEXCUSED	E with * (Pre-Arranged)	TARDIES	ISS	OSS

Guidance Signature: _____

Date: _____