

REQUEST FOR PRE-ARRANGED ABSENCE

Student's Name: _____ Today's date: _____

Students must have fewer than 8 absences in a class in order to earn a grade for that class. On the 8th absence in a class the student must get a C+ or better on the final exam or project in order to receive their grade. Students with 12 or more absences must earn a C+ or better on their final exam or project in order to earn a credit (no grade) for the class.

We realize that vacations are valuable, but the school has sufficient vacation days and we ask that you plan your vacations so they coincide with school vacation policies.

Requests for pre-arranged student absences should be made through the office. The form must be signed by all teachers and returned to the office at least 2 days in advance. The signature of your teachers indicates that your class work is passing and complete.

I wish to be absent from school on the following date/s:

Reason for absence: _____

HOURL	SUBJECT	TEACHER SIGNATURE
1st		
2nd		
3rd		
4th		
5th		

Parent's signature: _____

Student's signature: _____

Request: _____ approved _____ denied