

## Pre-Arranged Absence

Student: \_\_\_\_\_

Dates: \_\_\_\_\_ To \_\_\_\_\_

Reason: \_\_\_\_\_

---

This is a request by the student and parent to make up any work missed during a pre-arranged absence. It is the responsibility of the student to consult with the teacher regarding the assignments to be made up and any tests that need to be taken at least 24 hours in advance.

Per.	Subject	Teacher's Signature	Arrangement for make-up work	Make-up work due Date
1				
2				
3				
4				
5				
6				
7				
8				

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Return to the office before absence**

**Copies will be made for the office, student, and teachers.**

- If make-up work is not turned in by the due date indicated on this form, teachers may not accept the work depending on their late work policy.