

PRE-ARRANGED ABSENCE NOTICE

_____ will be absent beginning on _____
(1st date of absence)

through _____ because of _____
(last day of absence) (reason for absence)

The Teacher is _____ and Has/Has Not been notified of this absence.
(circle one)

Parent's Name _____

Parent's Phone Number _____

Date Notified the Office _____

Parent's Signature _____

____ Approved ____ Denied _____

Principal's Signature

Date

*****These absences will be entered as "Excused" if the school work/packet is completed upon students return. They will be entered as "Unexcused" if not.