

Plainwell Middle School
Pre-Arranged Absence Form

Student Name: _____

Student Grade: _____

Date Range student will be out of school: _____ to _____

Reason (circle one): Vacation Medical Other

The following arrangements are made by the teacher regarding work:

SUBJECT AND HOUR	TEACHER NAME	ARRANGEMENT (SEE CHART BELOW)

KEY:

- A. OK – WORK must be made up (arrangements for TCB time or after school by teacher)
- B. OK – WORK must be completed in advance
- C. Not recommended – However, work may be made up following the absence IF STUDENT requests
- D. Not recommended – Student is FAILING CLASS
- E. Not recommended – Student is doing POOR WORK and has a grade of _____
- F. Not recommended – Student is not keeping up with daily assignments
- G. Not recommended – Student has missed too many days of school
- H. Not recommended – It is impossible for student to make up work in this class for the following reason(s): _____

Upon returning to school, it is the student's responsibility to make arrangements with the teacher to make up assignments missed during student absence.

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____