

AVOIDABLE PRE-ARRANGED ABSENCE **COLLEGE VISIT/MILITARY** REQUEST FORM

An avoidable pre-arranged absence carries with it the privilege of making up academic work. These absences require a student to be responsible for informing their teachers of the absence and securing assignments and make-up work prior to departure. Please note teachers may, but are not required to provide work for the student prior to the absence.

In order for an avoidable absence to be pre-arranged, parents must request approval through the Administration Office (568-6511 ext. 1302) a minimum of one day prior to the planned absence. This form will require the signature of the student's teachers in all classes prior to the absence being approved by the administration.

**Students going on college visits are required to bring back documentation in the form of a signature and date on college/university letterhead or other appropriate format provided by the college in order for an absence to be excused.**

No request will be approved after May 1<sup>st</sup> of the current school year.

DAY(S) ABSENT: (CIRCLE)

DATE(S) OF ABSENCE:

M T W TH F

\_\_\_\_/\_\_\_\_/\_\_\_\_ THRU \_\_\_\_/\_\_\_\_/\_\_\_\_

*Teacher's signature indicates the student made arrangements for make-up work prior to absence:*

Period 0	_____	3	_____	6	_____
1	_____	4	_____	7	_____
2	_____	5	_____	8	_____

I am requesting an avoidable pre-arranged absence for the following student:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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Attendance Office Use Only:

Approved \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Administrative Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

College/University Paperwork Received on: \_\_\_\_\_