

AVOIDABLE PRE-ARRANGED ABSENCE **JOB SHADOWING EXPERIENCE** REQUEST FORM
FOR JUNIORS and SENIORS

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 job shadowing experiences are required to bring back documentation in the form of a signature and date on business letterhead or other appropriate format provided by the employer in order for an absence to be excused. Please note only Juniors and Seniors may be excused up to one day per year for the job shadowing experience.

DAY ABSENT: (CIRCLE)

DATE 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

Attendance Office Use Only:

Approved _____ Yes _____ No

Administrative Signature

____/____/____
Date

Employer Paperwork Received on: _____