



MORRISON

COMMUNITY UNIT SCHOOLS

Scott Vance, Superintendent
District #6

Pre-Arranged Absence Form

The purpose of a pre-arranged absence notice is to inform all individuals and for the students to collect necessary school work that is missed. Work should be submitted to the teacher upon returning to school. Pre-Arranged absences must be arranged at least three (3) days in advance. Students are allowed up to four (4) cumulative excused absences per school year.

I request that _____ be excused from school on _____
Student Name Date(s)

for the following reasons: _____

Date

Parent or Guardian

Date

Principal

Period	Subject	Assignment(s)	Teacher

Each student is responsible for the completion of this form and is to return it to the office at least one (1) day before the absence. A copy will be provided for the student to keep.