
PREARRANGED ABSENCE REQUEST FORM

STEP 1 This part of the form is to be completed by the student. Before the students ask the registrar and the teachers to sign this form, the student needs to have read the policies concerning excused and unexcused absences in the student handbook.

NAME: _____ DATE: _____

REASON FOR ABSENCE: _____

DATES OF ABSENCE: _____ TO _____

STEP 2 This part of the form is to be filled out by the registrar. The student will give this form to the registrar (with the top section completed). He/she will then fill out this section and return the form to the student.

OF ABSENCES: _____ SIGNATURE: _____

STEP 3 This part of the form is to be filled out by the teachers. Teachers will put their name and mark if the student is either passing or failing the class. Please state any comments you may wish to document. If the student is failing **ANY** class, then the absence will be **unexcused**.

NAME	Pass/Fail	Comments
_____	P / F	_____
_____	P / F	_____
_____	P / F	_____
_____	P / F	_____
_____	P / F	_____
_____	P / F	_____

STEP 4 This part of the form is to be filled by the parent / guardian and CANNOT be completed until steps 1, 2 and 3 are completed. By signing this form, you are acknowledging that you have read this form and fully understand the attendance policy outlined in the student handbook.

I have read this form and understand the attendance policy.

Signature of Parent/Guardian : _____

FORM MUST BE TURNED INTO REGISTRAR 3 DAYS PRIOR TO DEPARTURE.