

# Grayling High School Pre-Arranged Absence Request Form

Pre-arranged absence forms must be completed, including teacher recommendations and parent and administrative approval, in order to insure an excused (no count) absence. Pre-arranged Absence Request Forms must be completed and turned into the main office **at least five (5) school days prior to the absence(s)** to be considered. Note: A student may request up to a maximum of five (5) pre-arranged school days in any one (1) school year.

Student's Name-Please Print \_\_\_\_\_ Grade \_\_\_\_\_ Today's Date \_\_\_\_\_ Proposed date(s) to be absent from school \_\_\_\_\_

Reason:

I understand that I must complete assignments missed while I am gone, either before I am absent or after I return depending on my teacher's request.

I understand that any absence potentially affects classroom performance and acknowledge my child's responsibility to obtain and make up all work missed.

Student's Signature				Parent's Signature		
Hour	Teacher's Signature	Class	No. of abs./tardies to date	Recommendation & Reason-Must provide a reason if not recommended	Completion Before/After	Assignment Given
1				9 Recommended 9 Not Recommended Reason:		
2				9 Recommended 9 Not Recommended Reason:		
3				9 Recommended 9 Not Recommended Reason:		
4				9 Recommended 9 Not Recommended Reason:		
5				9 Recommended 9 Not Recommended Reason:		
6				9 Recommended 9 Not Recommended Reason:		
7				9 Recommended 9 Not Recommended Reason:		

Approved 9 Denied 9 Assistant Principal Signature \_\_\_\_\_ DATE \_\_\_\_\_