



**REQUEST FOR PRE-ARRANGED ABSENCE**

(3 or more days)

Attendance Office: 493-8856

**INSTRUCTIONS:**

1. Fill in name, grade, dates of absence, and class schedule.
2. Present to each teacher for signature and work to be accomplished.
3. A parent or guardian must sign, then the form is submitted to the office for an administrator's signature.
4. The form should be submitted at least five (5) days prior to the start of the absence. Once the form is signed by an administrator, a copy will be returned to the student.
5. Upon receipt of the copy of the approved form, a parent or guardian calls the EMS Attendance line and reports the absence (493-8856).

**DATE** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**DATES OF ABSENCE** \_\_\_\_\_ **THROUGH** \_\_\_\_\_

*Note: These absences will be added to the student's total for the semester.*

Reason for absence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>HOUR</b>	<b>SUBJECT</b>	<b>TEACHER SIGNATURE</b>	<b>WORK TO DO</b>
1st	_____	_____	_____
2nd	_____	_____	_____
Hawk Team	_____	_____	_____
3rd	_____	_____	_____
4th	_____	_____	_____
5th	_____	_____	_____
6th	_____	_____	_____

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**ADMINISTRATOR SIGNATURE** \_\_\_\_\_