



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 with as much advanced notice to the start of the absence as possible. 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:

HOUR	SUBJECT	TEACHER SIGNATURE	WORK TO DO
1st	_____	_____	_____
2nd	_____	_____	_____
3rd	_____	_____	_____
4th	_____	_____	_____
5th	_____	_____	_____
6th	_____	_____	_____

PARENT/GUARDIAN SIGNATURE _____

ADMINISTRATOR SIGNATURE _____