

# Pre-Arranged Absence Form

Edina High School  
2020-2021



This form only needs to be filled out for absences of **3 or more days**. Absences of **1 or 2 days** can be excused by submitting dates into Infinite Campus through the Parent Portal, or by calling the attendance line at (952) 848-3802.

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Grade: \_\_\_\_\_ Parent Phone Number(s): Cell (\_\_\_\_)\_\_\_\_-\_\_\_\_ Home(\_\_\_\_)\_\_\_\_-\_\_\_\_

Date(s) of Absence: \* \_\_\_\_\_ through \* \_\_\_\_\_

\*Leaving midday at: \_\_\_\_\_ AM/PM  
(if applicable)

\*Returning midday at: \_\_\_\_\_ AM/PM  
(if applicable)

**Check one box below: \*Please supplement this form with a short written explanation.\***

- Athletic Event
- College Visit
- Medical Reason
- Personal Matter / Family Vacation
- Religious Observance
- Significant Educational Opportunity

- Students who incur nine “limited excused” and/or “unexcused” absences in any given semester will be placed on an attendance contract. (Pre-arranged absences and College Visits fall under the “limited excused” category.) Students reaching ten absences in any course in a single semester may receive no credit for that course and be placed in a study hall.
- Students are responsible for contacting each teacher and making arrangements for make-up work before turning the form into the office. **Teachers are under no obligation to allow make up work or tests if a student does not make arrangements prior to their absence.**
- This form must be completed and **turned in at least 5 days prior to the departure.** **Teachers are under no obligation to sign this form after the five school days, which will result in “Unexcused” absence markings in those periods.**

*I have read and understand the conditions listed above:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ADMINISTRATOR Signature: \_\_\_\_\_ (FOR OFFICE USE ONLY)

The student listed above has made prior arrangements with me regarding his/her upcoming absence(s).  
He/she understands the expectations and due dates for any make-up assignments.

## TEACHER SIGNATURES REQUIRED

1<sup>st</sup> Hour: \_\_\_\_\_

2<sup>nd</sup> Hour: \_\_\_\_\_

3<sup>rd</sup> Hour: \_\_\_\_\_

4<sup>th</sup> Hour: \_\_\_\_\_

5<sup>th</sup> Hour: \_\_\_\_\_

6<sup>th</sup> Hour: \_\_\_\_\_

7<sup>th</sup> Hour: \_\_\_\_\_