



Pre-Arranged Absence Form

**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 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)

Additional Notes: _____

Check one box below:

- Religious Observance
- Personal Matter / Family Vacation
- College Visit (may require further documentation, we will contact you if necessary)
- Significant Educational Opportunity (Please supplement this form with a short written explanation of 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.
- Under **no circumstances** will students be excused for vacations or college visits occurring on/during state mandated testing dates. Vacation or college related absences on those dates will be marked as unexcused.
- 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 absence.** **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)

Outline of your plan for maintaining progress in your courses: 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

1st Hour: _____

2nd Hour: _____ 5th Hour: _____

3rd Hour: _____ 6th Hour: _____

4th Hour: _____ 7th Hour: _____