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  *Returning midday at: ___________AM/PM
(if applicable)  (if applicable)

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

- [ ] Athletic Event
- [ ] College Visit
- [ ] 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.**

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I have read and understand the conditions listed above:

Student Signature: ___________________________  Date: _______________

Parent/Guardian Signature: ___________________________  Date: _______________

ADMINISTRATOR Signature: ___________________________  (FOR OFFICE USE ONLY)

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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.

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TEACHER SIGNATURES REQUIRED

1st Hour: ___________________________

2nd Hour: ___________________________

3rd Hour: ___________________________

4th Hour: ___________________________

5th Hour: ___________________________

6th Hour: ___________________________

7th Hour: ___________________________