PRE-ARRANGED ABSENCE FORM
For absences after 3 days or more

STUDENT NAME: _______________________________________________________

SCHOOL: __________________________________________________________________

DATE(S) OF ABSENCE: __________________________________________________________________

REASON FOR ABSENCE: __________________________________________________________________

Parent signature: ___________________________________________ Date: __________

Telephone contact during absence: ______________________________________________________

This form must be taken to the home room teacher to be signed and then delivered to the office.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom Teacher</td>
<td>This student is in good academic standing YES / NO</td>
</tr>
<tr>
<td>Attendance Secretary Mrs. Catron</td>
<td></td>
</tr>
<tr>
<td>Principal Mrs. Shehan</td>
<td></td>
</tr>
</tbody>
</table>

This form must be completed and submitted to the school office no later than 3 days prior to the scheduled absence.

In order for the absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.

Homework will be provided following the absence.