

### 8-12 Pre Arranged Absence Form

This form is to certify that \_\_\_\_\_

Has advance permission not to be in school on (dates)\_\_\_\_\_

Because of the following reason(s):

- Trip out of town
- Family business
- Doctor's appointment or related appointment
- Employment or college interview
- Other\_\_\_\_\_

\_\_\_\_\_  
Teacher(1st Block)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher(2nd block)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher(3rd block)

\_\_\_\_\_  
Principal/Asst. Principal Signature

\_\_\_\_\_  
Teacher(4th block)

This form is to be used only in case of emergency or out of necessity. Abuse of this privilege will result in an unexcused absence. Students who use this form in good faith with parental and school officials' permission will receive an excused absence. This form should be filled in prior to the intended absence and filed in the Principal's office.

**This form should be completed in advance of the intended absence. All homework must be picked up before the student leaves and returned to the teacher(s) upon the first day of arrival back.**

\_\_\_\_\_Approved

\_\_\_\_\_Denied