

Pre-Arranged Absence

Student Name: _____

Date: ___/___/20__

Student ID: 5300 _____

Grade: (circle one)

6 7 8

Date(s) of absence: _____

Reason for absence: _____

1st period teacher signature: _____

2nd period teacher signature: _____

3rd period teacher signature: _____

4th period teacher signature: _____

5th period teacher signature: _____

6th period teacher signature: _____

7th period teacher signature: _____

Principal Signature: _____

Parent Signature: _____

Approval Date: ___/___/20__

Student Signature: _____

If endorsed by principal, then the named student above will be excused from classes on the dates notated on this form. Make-up work may be given in advance. If not in advance, then make-up work will be given to the student upon his/her return to school. Per PCPS policy the student will be given the number of days absent plus two to complete and turn in the work. This form should remain with the student. Teacher signatures are required.