

PRE-ARRANGED/COLLEGE VISIT ABSENCE REQUEST

Teachers:

The parents/guardians have requested permission for their student to be absent on the following dates. The family has been informed of the rules and regulations concerning pre-arranged absences. Would you please sign this form and indicate all assignments for the absent days. The student understands that it is their responsibility to complete any assigned work within a reasonable length of time following the student's return to class.

Student Name: _____

Dates of Absence: _____

Reason for Absence: _____

Parent Signature

Date

Period	Assignment(s)	Teacher Signature
1		
2		
3		
4		
5		
6		
7		

Request Approved: _____ Not Approved: _____

Dean of Students Signature