



**PRE-ARRANGED ABSENCE FORM**

This form is required for all pre-arranged absences. Failure to report a vacation or other pre-planned absences will result in the absence being recorded as *unexcused*.

It is the student's responsibility, not the teacher's responsibility, to insure that all work is made up within the agreed upon timeline. **Please refer to the attendance policy in the North Lakes Academy Student Handbook for details regarding consequences of non-attendance.** Submit this completed form to the office administrator at least two weeks prior to the absence.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

We, the parents/guardians of the student named above, request that he/she be excused from school for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

Date(s) student will be absent: \_\_\_\_\_ Total Days \_\_\_\_\_

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

Parent:

Step 1 Fill in information above and call the attendance office to verify.

Student:

Step 2 Collect signatures from each of your teachers below.

Step 3 Return this form to the office after all teachers have signed it.

Period	Subject	Staff Signature	Assignment/Comments
1			
2			
3			
4			
5			
6			
7			
___B Day			
___B Day			

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