

PLAINWELL HIGH SCHOOL

Pre-Arranged Absence Form

A pre-arranged absence form must be completed and submitted if a student will be absent from class for three (3) or more days. This form is to be completed and submitted to the Assistant Principal for final approval at least one week prior to the absence, after obtaining all teachers' approval signatures and parent/guardian signature.

Student Name _____

Dates requested to be excused _____ through _____

Total number of days requested _____

Reason for absence _____

Period	Class	Teacher Approval
1st	Class	
	Homework	
2nd	Class	
	Homework	
3rd	Class	
	Homework	
4th	Class	
	Homework	
5th	Class	
	Homework	
6th	Class	
	Homework	

I understand that these pre-arranged absences will count toward the seven day limit required to earn credit in each class and homework will be due on the day of return.

Student Signature Date

Parent/Guardian Signature Date

Administrator Approval Date