

PRE-ARRANGED ABSENCE FORM

Date _____

According to the attendance policy established by the trustees of Anderson School, students will make prior arrangements for planned absences, and all school work must be made up within the time specified by the teachers.

Name _____ Date(s): _____

Reason for absence _____

Directions:

1. Present a written excuse for the absence signed by a parent or guardian.
2. Present this form to all teachers. See that your teachers record your assignments and sign the form. Your teachers may indicate that they do not recommend that you miss school.
3. Return a copy of this form to your homeroom teacher prior to your absence.
4. Take one copy of this form home to your parent or guardian.

LOSS OF CREDIT: If you do not contact and/or receive the signature of an individual teacher prior to your absence, you will not receive credit for the class work you missed in his/her class during your absence.

CLASS	ASSIGNMENTS/COMMENTS	SIGNATURE

Absence is not recommended. Comments: