

PRIOR ARRANGEMENT FOR ABSENCE *PERSONAL*

STATEMENT OF POLICY

It is the responsibility of the student to present this personal prior arrangement form to all of his/her teachers at least two (2) days in advance of the absence. It is the responsibility of the student to turn in any missed work to the teacher without further request from the teacher.

FOLLOW THESE STEPS

1. Have parent complete the section at the bottom of the page, indicating the reason for the request to be absent. Be sure to include parent's signature.
2. Take this form to all subject teachers involved in the absence.
3. After all teachers have signed, take this form to your grade level principal for approval/disapproval.
4. Return to the Attendance Office.... at least two days prior to the requested date of absence.

I, _____, ID# (required) _____, have read and I understand the statement of policy concerning absence from school for a personal reason.

Date of request _____ Date (s) to be absent _____

TEACHERS: PLEASE CIRCLE ONE. If you circle "*unsatisfactory*", please give details. (Use back of this form for more room, if necessary.)

PERIOD	TEACHERS SIGNATURE	CIRCLE ONE:		REASONS
		"S" SATISFACTORY	"U" UNSATISFACTORY	
1		S	US	
2		S	US	
3		S	US	
4		S	US	
5		S	US	
6		S	US	
7		S	US	

PRINCIPAL'S APPROVAL / DISSAPPROVAL _____

Statement of Parent's Request _____

Parent / Guardian Signature: _____