

Pre-Absence Form
Middle School/High School

Please excuse my student _____ from school on the following dates _____ for the following reasons:

- Vacation
- Dentist/Doctor Appointment
- Other _____

My student is in _____ grade.

Students are expected to obtain their assignments before they depart; and they are expected to have the work completed and turned in upon the first day back to school. *This absence and any other absences count towards the maximum 12 absences per semester.*

Parents, please sign this form. Have your student take it to each teacher to sign indicating homework has been given **This form then needs to be given to the office by your student after all teachers have signed this form at least one day in advance.**

Parent Signature _____ Date _____

Teachers: Please sign to acknowledge that the student has received his/her homework.

1st hour teacher signature _____

2nd hour teacher signature _____

3rd hour teacher signature _____

4th hour teacher signature _____

5th hour teacher signature _____

6th hour teacher signature _____

7th hour teacher signature _____

8th hour teacher signature _____

**Administrator signature _____

TAKE THIS FORM TO THE OFFICE WHEN IT IS COMPLETED!