

# WRIGHTSTOWN HIGH SCHOOL

## Student Pre-Arranged Absence Form

Name: \_\_\_\_\_ Dates Absent: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Permission is granted for short-term absence provided the following:

1. He/She has permission from the parent/guardian using this form and it must be turned in prior to the absence to the front office.
2. The students must have his/her work made up in advance and the makeup slip signed by each teacher and turned into the office before the absence. If a student does not get work prior to leaving, or within the additional time allotted by a given teacher, the absence will be considered "unexcused" and an "F" for each day absent for each class in which the make-up work is not completed will be given.
3. Failure to turn this sheet into the office (with required signatures) will result in an unexcused absence for each class/day the student is absent.
4. The days absent do apply to the total absence of a student, therefore any days absent **will count towards the 10 days a student can miss per year.**

Period	Class	Teacher's Signature
1		
2		
3		
4		
5		
6		
7		
8		

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_