

PREARRANGED ABSENCE FORM

Edgerton High School

Student name: _____ Year in school: _____

Home telephone number: _____ Cell # _____

Dates of anticipated absence: _____ to _____

Reason for anticipated absence: _____

Families should carefully evaluate taking students out of school for vacations. While a family vacation can be a great learning experience, being absent from school may create some learning problems. Remember that the responsibility for makeup work rests with the student.

A face-to-face meeting with the principal is necessary for any student requesting to miss one or more final exams. When an absence causes the student to miss final exams, the student should expect to make up all exams after the absence. Any rare exceptions to this need to be preapproved by the teacher, with final approval by the principal.

I, the parent/guardian of the above named student, accept the conditions described in this absence form.

Signature of Parent/Guardian

TEACHERS:

Please check the appropriate column.

Column 1. The student must have work made up prior to the absence.

Column 2. The student will be allowed to make up work provided that arrangements have been made with the instructor and accomplished in the time allowed.

Column 3. The type of work being done during the anticipated absence cannot be made up.

Column 4. I strongly recommend that your child not be absent as his/her academic progress cannot afford the lost class time.

Hour	Class	Teacher Signature	1	2	3	4
1						
2						
3						
4						
5						
6						
7						
8						