

E.J.H. Pre-arranged Absence Form

(student will miss all classes)

Name of Student (Please Print)

Date(s) of Absence

Reason for Absence (Be Specific): _____

- Have your parent/guardian review this information with you and then sign below.
- Return this form to the Attendance Office. (Parents do not need to call the Absentee Line if you have turned in this form.)
- School approved pre-arranged absences will be considered excused.

Parent/Guardian and Student,

Thank you for advanced notification of your child's absence. We know that sometimes it is necessary for students to accompany parents on out of town trips or other planned events that can not be scheduled during school breaks. Prior to the absence, your child needs to check with each of his/her teachers in order to obtain work that is available. Teachers will expect the student to check with them immediately upon his/her return in order to discuss missed work assigned during the absence and determine due dates. Some work simply cannot be made up such as class discussions, group work and ongoing classroom assessments. Missing class may affect student progress and ultimately the grade in the class.

It may also benefit your child to arrange for a classmate to share notes and other class information with him/her.

Parent Signature _____

School Approved _____