

NIWOT HIGH SCHOOL PRE-ARRANGED ABSENCE FORM

_____ HAS REQUESTED PERMISSION TO BE ABSENT FROM SCHOOL
 ON THE FOLLOWING DATES: _____ THRU _____ REASON: _____

TEACHERS: PLEASE ASSIGN NECESSARY HOMEWORK TO COVER THE ABOVE DATES.

IMPORTANT NOTICE TO PARENTS AND STUDENTS: This form is for absences of 3 days or longer only. Absences less than 3 days can be called in. Please pay attention to the Due Date column. Failure to meet this date will result in a loss of credit. The current grade should also be taken into consideration when planning an extended absence from class.

	COURSE	TEACHER SIGNATURE	ASSIGNMENT	DUE DATE	CURRENT GRADE
Block 1					
Block 2					
Block 3					
Block 4					
Block 5					
Block 6					
Block 7					
Block 8					

A Pre-Arranged Absence shall be approved on the basis of appointments or circumstances which cannot be taken care of outside school hours, i.e.: court, field trips, school related activities, etc. Family vacations must be arranged with the school administration. If a student has poor attendance or poor academic performance, an administrator may deny an excused absence for vacation purposes.

Parent Signature & Permission _____ Date _____

To validate the Pre-Arranged Absence, the student MUST return the signed form to the Attendance Office 48 hours PRIOR to the planned absence.

OFFICE USE ONLY:

Administrator Signature: _____	Date: _____
_____ Date Received ____	Copy to Student ____ Copy to Administrator