

CENTRAL HIGH SCHOOL

Pre-Arranged Absence Request Form

Parents or guardians should realize that their student's grade might be affected by class activities missed during an absence. Planned absences must be pre-arranged with this form signed by all teachers and parents and then turned in to the appropriate Assistant Principal's Office. Students are responsible for collecting homework and missed assignments from their teachers. Avoiding absences during exam time is appreciated and encouraged.

This completed form must be turned in to your Assistant Principal's Office prior to the absence.

Student Name: _____ Grade: _____

Dates of Absence: _____

Reason for Absence: _____

Note Attached from Parent: YES NO Phone contact: YES NO

HOUR	SUBJECT	TEACHER SIGNATURE AND COMMENTS
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1 ST	_____	_____
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2 ND	_____	_____
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3 RD	_____	_____
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4 TH	_____	_____
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5 TH	_____	_____
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ADVISORY	_____	_____
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6 TH	_____	_____
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The teacher's signature indicates that the teacher has been contacted.

Parents: Your signature will indicate that you have read the comments above. Please notify your student's Wing Office if you change your plans.

Parent Signature: _____

Principal Approval: _____ Date: _____