



EASTSIDE CATHOLIC

PRE-ARRANGED ABSENCE FORM

_____ **STEP 1** **One week prior to absence:** Have every teacher complete the Homework/Comments section and initial.

_____ **STEP 2** Review with your parent/guardian and have them sign this form.

_____ **STEP 3** **One day prior to absence:** Return this completed form with parent/guardian signature to the Attendance Office.
Keep a copy for your reference.

Student name: _____ Grade _____ Date _____

Reason for absence: _____

Dates of absence: _____

Student must complete assignments, quizzes/tests or labs as may be required by their teacher prior to the absence, unless noted otherwise below.

Period	Class / Teacher	Homework / Comments (to be filled out by teacher)	Teacher Initials
ZERO			
1 ST			
2 ND			
3 RD			
4 TH			
5 TH			
6 TH			
7 TH			

I have read the teachers' comments above and understand what my student has to do prior to leaving and upon returning. As a parent/guardian I realize my student's grades may be affected by this absence.

Parent/Guardian signature _____ Date _____