

Middle School Pre-Arranged Extended Absence Form

Name: _____ Grade: _____ Date: _____

Dates Of Absences: _____

Reason For Absence: _____

To the student: One week prior to your extended absence of 3 days or more, take this from to all of your teachers for their signature. A teacher's signature does not indicate approval or disapproval, only that the teachers have seen the form. See the Middle School Handbook for the school policy on excessive absences. **THIS FORM MUST BE RETURNED TO THE OFFICE PRIOR TO THE ABSENCE. IF NOT, THE ABSENCE WILL BE CONSIDERED UNEXCUSED.**

PERIOD	CLASS	CURRENT GRADE	ABSENCES TO DATE	ASSIGNMENTS DURING ABSENCE	TEACHER SIGNATURE
1					
2					
3					
4					
5					
6					
7					

PARENTS: You will receive an email notification of your student's approved extended absence form.