

**LONG TERM (2 days or more)
PREARRANGE ABSENCE
TEACHER NOTIFICATION FORM**
(revised 9/24)

Today's Date _____

Grade Level _____

_____ has requested a prearranged absence the following days
of school: _____

Reason: _____

Parent Signature _____

Administration grants permission to be absent these days provided teachers have been notified.
Work is expected to be completed as assigned on Google Classroom. Teachers reserve the right to decide whether deadlines will be extended. Students must make arrangements for due dates prior to absences.

Class

Teacher Signature

Period 1 _____

Period 2 _____

Period 3 _____

Period 4/5 _____

Period 6 _____

Period 7 _____

Period 8 _____

Dear Student: Please show this form to each of your teachers and have them sign it. Return it to the office to complete the approval process for your prearranged absence.

Administrator Signature

Teachers: Please write assignments that are not available on Google Classroom on the attached form.

STUDENTS: Please check Google Classroom for assignments

Student _____

Period 1 _____

Period 2 _____

Period 3 _____

Period 4/5 _____

Period 6 _____

Period 7 _____

Period 8 _____