

Collegedale Academy

Pre-Arranged Absence Request Form

A request for a one day absence must be submitted at least 24 hours in advance. Request for longer absences must be submitted at least one week prior to the absence.

**I understand that this absence is not excused,** but my child(ren) will not be penalized academically or financially. They may make up the work per their classroom's policy.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date of Pre-arranged absence

Reason for Absence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Classroom/Homeroom Teacher's Signature

\_\_\_\_\_  
Administration's Signature

\_\_\_\_\_  
Date Accepted

A separate form is required for each student.