

CA Middle

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. Such occasions are expected to be minimal.

I understand that this absence is excused. They may make up the work per classroom policy.

Student's Name

Date of Pre-arranged Absence

Reason for Absence

Parent's/Guardian's Signature

Administration's Signature

Date Accepted

(A separate form is required for each student.)