Collegedale Academy

Pre-Arranged Absence Request Form

A request for a one-day absence must be submitted at least 24 hours in advance. Requests 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 Teacher Name Date of Pre-arranged absence

Reason for Absence

_____

_____

_____

_____ _____

Parent's/Guardian's Signature Homeroom Teacher's Signature

_____ _____

Administration's Signature Date Accepted

A separate form is required for each student.