

**LONG TERM (2 days or more)  
PREARRANGED ABSENCE  
TEACHER NOTIFICATION FORM**  
(revised 8/11)

Today's Date \_\_\_\_\_ Grade Level \_\_\_\_\_

\_\_\_\_\_ has requested a prearranged absence the following days  
of school: \_\_\_\_\_

Reason: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Administration grants them permission to be absent these days provided teachers have been notified. **Work missed is to be completed and handed in before the dates of the absence unless the student makes other arrangements with the teacher.**

Class	Teacher Signature
Period 1 _____	
Period 2 _____	
Period 3 _____	
Period 4 _____	
Period 5 _____	
Period 6 _____	
Period 7 _____	

**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 on the attached form.**

**Student** \_\_\_\_\_

**Period 1** \_\_\_\_\_

**Period 2** \_\_\_\_\_

**Period 3** \_\_\_\_\_

**Period 4** \_\_\_\_\_

**Period 5** \_\_\_\_\_

**Period 6** \_\_\_\_\_

**Period 7** \_\_\_\_\_