

PRE-ARRANGED ABSENCE FORM – WEST JEFFERSON MIDDLE SCHOOL

Student Name: _____

Date(s) of Absence: _____

Reason for Absence: _____

The following must be signed by each teacher.

Teacher: please indicate any work that will be missed, and other notes or comments.

Class/Period	Teacher signature	Notes

Parent Signature: _____

Telephone contact during absence: _____

Student Signature: _____

Administrator or Designee Signature: _____

This form must be completed and submitted to school no later than 3 days prior to the scheduled absence.

In order for the absence to be excused, the student must meet one or more of the following conditions: 1) is in good academic standing; 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.