

TYEE MIDDLE SCHOOL PRE-ARRANGED ABSENCE REQUEST FORM

Student Name: _____ Student ID #: _____ Grade: _____

Reason for absence: _____

Date(s) of absence(s): _____ Total Numbers of days absent: _____

STUDENT/PARENT: for this absence to be considered for an excused absence, this form **must** be filled out and signed by **ALL** your teachers, signed by your parents, returned to the Attendance Office **prior** to the intended absence, and all information reviewed/considered by the school administration. The form will be returned to you prior to your absence, if possible, to let you know whether your absence(s) will be logged as excused or unexcused.

TEACHER/PARENT: teachers please fill out and sign the form **PRIOR** to parents signing. Please include the approximate % of the student grade, which is very important in the final decision whether to excuse the absence or not.

PER	Teacher Signature	List all work missed/assigned during absence that student is responsible for making up/turning in upon 1 st day of return to school. Make note on the form if an alternative date is allowed by teacher	Approx student grade %
1			
2			
3			
4			
5			
6			
7			

PARENT/GUARDIAN STATEMENT: I have reviewed the information provided above and understand that once I sign and submit this request form that the school administrator has the right to approve or not approve our request as written above based upon the written information given by our child's teachers and any possible hardships it may have on my child's academic performance in school.

PARENT SIGNATURE: _____ **DATE:** _____

STUDENT STATEMENT: I understand that it is my responsibility to gather information, worksheets, books, etc. that I will need to finish my assigned work that I will miss while absent. The day I return to school I will turn in all my required/assigned work, attend tutorials if necessary or assigned, and attend labs as necessary.

STUDENT SIGNATURE: _____ **DATE:** _____

ADMINISTRATIVE SIGNATURE: _____ **DATE:** _____

_____ Request for excused absence **ACCEPTED**

_____ Request for excused absence **DENIED**