

DEE-MACK HIGH SCHOOL PRE-ARRANGED ABSENCE FORM

Dee-Mack High School recognizes that on occasion students must miss school for extenuating circumstances, other than illness or a death in the immediate family.

**Students must submit this form to the building Principal
TWO (2) SCHOOL DAYS IN ADVANCE OF THE PERIOD OF ABSENCE.**

Only pre-arranged absences with parent or legal guardian will be approved.

It is the student's responsibility to complete assigned tasks during the period of absence.

When possible, assignments will be sent with the student.

ALL WORK sent with the student is due on the **first day** the student returns to school.

ANY TESTS covering the assignments completed during the period of absence must be taken on the first day the student returns to school.

****Please complete the information below and return to the office at least two (2) days prior to the absence for Principal approval.****

STUDENT: _____ GRADE: _____

REQUESTED DATES: _____

REASON FOR ABSENCE: _____

WHO WILL STUDENT BE ABSENT WITH, AND THEIR RELATIONSHIP?

Parent/Guardian Signature: _____

****Office use only****

[] APPROVED – student absence is excused

[] DENIED – student absence is denied

REASON: _____

PRINCIPAL'S SIGNATURE: _____ DATE _____

* No more than two (2) requests and a limit of five (5) total days will be excused as pre-arranged for the ENTIRE school year.

Office use only:

1st request _____

2nd request _____

Total days _____

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After you have completed the front side AND obtained approval from the Principal -

1. Take this form to get assignments and teacher's signatures along with cumulative grade for semester.
2. Return this form to the office the day before your scheduled event.
3. If you need a copy, please ask for one.

Period	Assignments	Teacher Signature	Grade
1			
2			
3			
4			
5			
6			
7			
8			

Date(s) of Absence _____ through _____