

Almont Community Schools
Pre-Arranged Absence Form

Student _____ in grade _____ has permission to be absent from school on the following date(s) _____ for the following reason(s):

_____.

It is required that the student follows the procedures outlined below:

1. Students should obtain their grade at the time of the absence request and the teacher signature on the appropriate line. Students should then take this form home for a parent/guardian to review and sign.
2. All work missed must be made up after the student returns to school. The due date for student work will be set by the teacher. The due date for long-range projects/assignments will remain the same for all students regardless of their participation in pre-arranged trip or vacation. It is the responsibility of the student to see their teachers and get their make-up assignments.
3. These absences do not count as part of the student's total absences allowed for the semester.
4. Once requested, pre-arranged absences are subject to administrative approval. These pre-arranged absences are intended for family trips, college visits, or capstone job shadowing only.

	Subject	Grade to date	Teacher signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Parent signature: _____ Student signature: _____