

**ORCHARD PRIMARY SCHOOL
PRE-ARRANGED ABSENCE FORM**

DATE SUBMITTED _____

STUDENT _____ GRADE _____

TEACHER _____

DATES OF ABSENCE: FROM _____ TO _____

ABSENCE REQUEST FOR _____ NUMBER OF DAYS

PURPOSE OF ABSENCE

ABSENCES TO DATE _____

PARENT SIGNATURE _____

SCHOOL WORK ARRANGED IN ADVANCE

The student must have the signature of his/her teacher to indicate that provision has been made in advance for making up all work.

TEACHER SIGNATURE _____

ADMINISTRATIVE APPROVAL:

The above request for a pre-arranged absence is approved..

PRINCIPAL SIGNATURE _____