

# PRE-ARRANGED EXCUSE

You must take this form around to all your teachers for a signature and current grade average. In the event that your current average is below a "C", you will be advised that such absence is not recommended. In this case, your parent/guardian will be notified.

You are also responsible for obtaining assignments and projects from your teachers and having them ready to be turned in upon your return to school. Previously assigned projects that fall due while you are away may be required to be submitted prior to you leaving. It is your sole responsibility for securing missed assignments from your teachers.

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Intended Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

*A signature of the teacher for each class to be missed is required:*

<u>Teacher Signature</u>	<u>Grade</u>	<u>Teacher Signature</u>	<u>Grade</u>
Per. 1 _____	_____	Per. 5 _____	_____
Per. 2 _____	_____	Per. 6 _____	_____
Per. 3 _____	_____	Per. 7 _____	_____
Per. 4 _____	_____	Per. 8 _____	_____

Please indicate the driver's name if the student is traveling with someone other than a parent/guardian: \_\_\_\_\_

I hereby authorize my child to travel with the above named person

Parent's Signature: \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_