

# Scio High School Pre-Arranged Absence

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Requested Day(s) of Absence \_\_\_\_\_

**Check the Type of Absence and provide Details/Reason. Only One Check/Reason per Pre-Arranged Form.**

<u>Code</u>	<u>Type of Absence</u>	<u>Details/Reason</u>	Office Use Only <b>EX U</b>
	Family Matters	Reason: _____	
	Doctor/Dentist	Name: _____	
	Appointment	Name: _____	
	In-School Activity	Activity: _____	
	School Activity	Activity: _____	
	Athletics	Activity: _____	
	Community Service	Where: _____	

**IMPORTANT.** Reasons for some Family Matters may result in an Unexcused Absence. It is the student's responsibility to make-up work from an absence in a timely manner and to turn it in promptly. Excessive Absences in any class for any reason will result in an Attendance Review. Prearranged Absence Forms must be turned into the office by 3:15PM the day before the absence. Refer to the Handbook for the complete Attendance/Prearranged policy.

For this absence to be considered excused, it must be signed by each of the following (in the order presented):

1. Parent/Guardian
2. Principal/Designee
3. All of the Student's Teachers

Class	Teacher Signature	Comment/Assignments
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

**My son/daughter has my permission to be absent on the above date(s). I understand that he/she has the responsibility of making up the missed assignments.**

Parent/Guardian's Signature \_\_\_\_\_

Principal/Designee's Signature \_\_\_\_\_