

CHS Pre-Arranged Absence Form

Attendance has an impact on a student's success in school. If a student must miss school, it is his/her responsibility to obtain any missed assignments and make up all work. In order for a student's absence to be excused, this form must be completed and returned to the Upper School Office two (2) days prior to the absence. Failure to do so may result in the absence being unexcused.

Instructions: **Complete all information in the top two sections before taking to teachers.**

Student Name _____ Grade ____ Date _____

Explanation of proposed absence _____

Parent/Guardian Signature _____ Date _____

Principal Signature of Approval _____

Teachers should assign work to the student on or before this date: _____

Assignments complete by this date for the work to be treated as excused: _____

Principal approval is necessary before teachers sign.

	Teacher Name	Teacher Signature
Block 1	_____	_____
Block 2	_____	_____
Block 3	_____	_____
Block 4	_____	_____
Block 5	_____	_____
Block 6	_____	_____
Block 7	_____	_____
Block 8	_____	_____