

Cascade High School

Pre-Arranged Absence Form

STUDENT #: _____

Name: _____ plans to be absent on the
following date(s): _____
Reason: _____

Policy: Since this absence is being pre-arranged by parents and if signed off by the principal, it will be excused. The student may be required to satisfactorily complete make up work or an alternative assignment to compensate for that which was missed during the absence. Since many classes have participation requirements, it is possible that absences from the classroom may result in lower grade for that quarter or semester.

Teachers: Please supply the information requested below:

Per.	Class	Grade	Will this jeopardize progress	Make Up Work	Due Date	Teacher Initials
1st						
2 nd						
3 rd						
4 th						
5 th						
6th						

Parents and students: Please evaluate the information provided above before making a final decision regarding the requested absence. If grades are quite low or may jeopardize progress and this absence can be arranged for another time, you may wish to withdraw this request. If not, Parents and students need to acknowledge the possible consequences of this absence by signing below after all teachers have signed. **Turn form into the Principal for approval at least 48 hours before requested absence.** Principal will turn signed form into the attendance office.

Parent Signature

Student Signature

Principal Signature: REQUIRED

Date