

ADDENBROOKE HIGH SCHOOL PRE-ARRANGED ABSENCE FORM

Any absence during the school year, such as family vacations, college visits, or other extended absence, must have completed a Principal-approved, pre-arranged absence form in order to be excused.

This form must be completed and submitted to the school office no later than three days prior to the scheduled absence. The student must meet one or more of the following conditions for the Principals' approval: **1) is in good academic standing, 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year.** (Absence will count against finals exemptions.)

STUDENT NAME: _____

GRADE: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Contact Name and Email Address During Absence: _____

The following information must be provided by the teacher accompanied with a signature from each teacher:

Class / Period	Current Grade	Teacher's Signature	Notes/Assignments

Administrator Signature: _____

Date: _____