

## East Dubuque High School Student Pre-Arranged Absence Form

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

**Prior to the absence:**

1. Students and parent(s)/guardian(s) should complete the appropriate section of this form.
2. The student must take it to his/her teachers to sign.
3. The student should submit it to the principal's office.

**COLLEGE VISIT**

**School Policy:** Students have a total of two excused absence days for college visits during their high school career. All college visits must be pre-approved and a properly completed Student Pre-Arranged Absence Form must be turned into the office. All other college visit absences will be unexcused.

Date(s): \_\_\_\_\_

College/University: \_\_\_\_\_

**FAMILY VACATION**

**School Policy:** Pre-arranged absences for family vacations will be acknowledged only when the student will be accompanied by his/her parent or legal guardian on the vacation. The student will make up missed work according to each teacher's guidelines. The purpose of this form is to make the teachers aware of a student's absence and to allow teachers to convey their requirements for missed work. Students will receive credit only if these stated requirements are met. All family vacations must be pre-approved and a properly completed Student Pre-Arranged Absence Form must be turned into the office. All other family vacation absences will be unexcused.

Date(s): \_\_\_\_\_

**EXCUSED ABSENCES**

**School Policy:** A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the student's control, or other circumstances which cause reasonable concern to the parent/guardian for the student's safety or health. The school may require documentation explaining the reason for the student's absence. Court dates will be excused if the student brings a note from the court confirming the date and time of the appointment.

Date(s): \_\_\_\_\_

Event: \_\_\_\_\_

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

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Period	Teacher's Signature	Period	Teachers' Signature
1		5	
2		6	
3		7	
4		Seminar	