



LAKE MIDDLE HIGH SCHOOL PRE-ARRANGED ABSENCE FORM



Student Name:		Grade:	
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Date(s) of absence:	
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Reason for the absence:	
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Print name of parent(s) accompanying student:		Parent phone number:	
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The following procedure should be followed:

1. Provide written or verbal notification of the absence to the Attendance Office in advance of departure.
2. Secure assignments and signatures from all teachers.
3. Return completed form to the Attendance Office for Associate Principal's approval prior to departure.
 - ✓ Students should attempt to complete assignments prior to departure. The initiative for securing assignments from the teachers rests with the student and parent/guardian. It is the responsibility of the student to complete the assignments prior to the return to school.
 - ✓ Pre-arranged absences count as excused absences and will count toward accumulated excused absence totals per HB410.

Teacher Signatures:

Periods 1	Period 2	Period 3	Period 4AB
Period 5AB	Period 6	Period 7	Period 8

Parent Signature:	Associate Principal's Signature
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