

PREARRANGED ABSENCE FORM

FREEMAN HIGH SCHOOL

Freeman's goal is to provide each student with the opportunity to obtain the best possible education. Satisfactory school progress is dependent upon regular attendance. Freeman High School considers attendance a very important part of the education process.

However, the school understands that occasions may arise where a prearranged absence is unavoidable. When this is the case, the school needs to know about the absence as far in advance as possible. **At least two school days in advance of the absence are required.**

The responsibility rests on the student to obtain all assignments before leaving. The assignments will be due upon returning to school. Any assignments not given prior to the absence will be due two (2) days after returning.

After reading the above policy, and reviewing my student's progress, through Family Access, I hereby request that:

Student's Name _____ Grade Level (please circle one) 9 10 11 12

To be out of school from _____ through _____
(first date absent) (last date absent)

The reason for this absence is _____

Student's signature _____ Date _____

Parent's signature _____ Date _____

Home phone _____ Work phone _____

*****Please return completed form (both sides) to the office prior to leaving and have the Principal sign for final approval.*****

Principal's signature _____ Date _____

MAKE UP ASSIGNMENTS/CLASS PROGRESS CHECKLIST

1st Period Class _____

Assignments _____

Teacher's Signature _____

2nd Period Class _____

Assignments _____

Teacher's Signature _____

3rd Period Class _____

Assignments _____

Teacher's Signature _____

4th Period Class _____

Assignments _____

Teacher's Signature _____

5th Period Class _____

Assignments _____

Teacher's Signature _____

6th Period Class _____

Assignments _____

Teacher's Signature _____