

# PREARRANGED ABSENCE FORM

## FREEMAN HIGH SCHOOL

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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\*\*\****

## MAKE UP ASSIGNMENTS/CLASS PROGRESS CHECKLIST

**1<sup>st</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**2<sup>nd</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**3<sup>rd</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**4<sup>th</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**5<sup>th</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**6<sup>th</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**7<sup>th</sup> Period Class** \_\_\_\_\_

Assignments \_\_\_\_\_

Teacher's Signature \_\_\_\_\_