



PRE-ARRANGED ABSENCE FORM

This form is to be used for any absence that is not due to illness or family emergency. Teachers may require that students make up work before or after the absence.

Depending on students academic standing and attendance record, Evergreen High School has the right to not excuse the absence(s). Please make sure you are aware of your students current academic standing and attendance record before signing this form.

PLEASE SIGN AND TURN INTO THE ATTENDANCE OFFICE PRIOR TO ABSENCE.

STUDENT DETAILS

STUDENT NAME _____ GRADE _____

_____ STUDENT INTIAL

Acknowledging responsibility to discuss all make-up work prior to absence for all missed classes. This may be in person or via email with teacher.

ABSENCE DETAILS

DATE(S) ABSENT _____

ALL DAY _____ SPECIFIC RELEASE/RETURN TIME _____

DATE RETURNING TO SCHOOL _____

REASON FOR ABSENCE _____

SIGNATURE

PARENT SIGNATURE _____

PRIMARY PHONE _____