

PLYMOUTH COMMUNITY SCHOOL CORPORATION

PRE-ARRANGED ABSENCE REQUEST FORM

Directions: Please follow each step in this order:

1. All requested information must be completely filled out.
2. Secure the signature of a parent or legal guardian.
3. Obtain the approval and signature of _____, assistant principal.
4. Obtain the signature of every teacher whose class you will miss.
5. Return this form BEFORE THE ABSENCE, to _____.
6. If not returned to the attendance office prior to the absence, it will be UNEXCUSED.

Name (first and last): _____

Reason for Absence: _____

Date of Absence: _____ Total School Days Missed: _____

PERIOD	SUBJECT	TEACHER SIGNATURE & COMMENT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Note: All work must be completed prior to leaving or the first day back.

EXCEPTIONS: A student cannot make up an end-of-semester exam or six (6) week exam that would fall during a pre-arranged absence period.

Parent Signature

Assistant Principal