

Morrisonville Jr./Sr. High School Pre-Arranged Absence Form:

This form is to be completed any time a student will be absent from school due to a planned event such as a college day, family outing or vacation. It needs to be completed and returned to the office for approval no later than 48 hours prior to the absence if such absence is for only one day. If the absence is for multiple days then we will need the form a week in advance to arrange for assignments etc.

Student's Name

Date(s) of absence

Reason for the absence: _____

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

-----Administrative Permission-----

_____ Excused Absence

_____ Unexcused Absence

Principal's Signature

Date

-----Teacher's Signatures-----

1st Hour: _____

2nd Hour: _____

3rd Hour: _____

4th Hour: _____

5th/6th Hour: _____

7th Hour: _____

8th Hour: _____

9th Hour: _____