

**WEBSTER ELEMENTARY SCHOOL
PRE-ARRANGED ABSENCE FORM**

Student: _____

Grade: _____

Date(s) of Absence: _____ Total Days: _____

Reason for Absence: _____

Class (math, reading, etc;)	Assignments	Teacher Initials

- ★ This completed form must be submitted to the office in order to qualify for a pre-arranged absence. Pre-arranged absences are done to insure that students are excused for their days and to communicate in advance with teachers and the attendance officer.
- ★ Pre-arranged absences are still in the total count of 10 maximum excused absences allowed per year. Any pre-arranged absence over the maximum may be considered unexcused.
- ★ School Policy states that make-up work must be handed in before pre-arranged absences.

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____