

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

Student: _____ Grade: _____

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

Reason for Absence: _____

Period	Class	Teacher Initials	Assignments
1			
2			
3			
4			
5			
6			
7			
8			

★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 pre-arranged days and to communicate in advance with teachers and the attendance officer.

★Pre-arranged absences are still included in the total count of 10 maximum excused absences allowed per year. Any pre-arranged absence over the 10 maximum may be considered unexcused.

★School policy states that make-up work must be handed in within two school days for each day absent in order to receive full credit.

Parent Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____