

Pre-Arranged Absence Form

This form must be completed by the parent and student and given to the teacher at least one week prior to the absence. IN ADDITION, please email the date(s) of your student's absence to the administration at admin@oakhillclassical.org. (One form needed per student).

Today's Date: _____

Student Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Parent Signature: _____

Student Responsibility:

I assume the responsibility of acquiring and making up all missed work during my absence. This pre-approval will eliminate the requirement for attendance make-up related to this absence, but understand that teachers may not be able to recreate the learning activities missed and this may have a negative impact on my grades.

Student Signature: _____ Date: _____

Student Instructions: please present the form to each teacher for them to initial at least one week prior to your absence.

[illegible]

Teacher Use Only:

- **Teacher Instructions:** please initial the correct box for the period that you teach and return to the student. If the absence is approved you may give a makeup homework sheet/checklist that can be used to give them their missed assignments prior to their absence. Please note that the makeup homework sheets are for your convenience. You may communicate any missed assignments in other ways if that is more convenient for you.

	Teacher initials	Additional Teacher	Additional Teacher
The Student is in good academic standing and is able to maintain grade.			
The Student's absence could adversely affect academic progress			
The Student is already behind. Missing more class time is discouraged.			

***Admin use only:**

<u>Status Determination and Notification:</u>	
Absence Approved/Excused: _____	Absence Denied/Unexcused: _____
Date Parent Notified: _____	Administrator Signature: _____

Student MEETS Attendance Condition: _____
Student DOES NOT MEET Attendance Condition: _____
(Attendance Record Reviewed)