

Pre-Arranged Absence Form
(Please complete two school weeks in advance to request)

Pre-arranged absences may be approved or unapproved by the school. Please remember that habitual truancy is defined as missing 42 hours of school per school month with a nonmedical excuse. When a student has missed 72 consecutive hours of school without a medical excuse, they are automatically withdrawn from CPA and reported for truancy. (72 hours is approximately 11 days of school.) Complete this form and submit it to the school office to be reviewed by the school administration.

Today's Date	
Student Name(s)	
Homeroom Teacher	
Dates of proposed absence	
Reason for absence	

I understand that I am responsible for acquiring all assignments from teachers. I understand that teachers may not have work prepared in advance and student(s) may need to make up the work upon their return to school. I understand student(s) must complete all work assigned by the teacher during the absence in accordance with the school's attendance policy in the handbook. If the grading period ends during the absence, the student(s) will only receive credit for the work he/she has completed.

Parent/Guardian First and Last Name (Print) Phone Number

Parent/Guardian Signature Date

-----Office Use Only-----

Date Received ___/___/___

- Approved
- Unapproved

Administrator's Signature Date