

**Pre-Arranged Student Absence**  
General Use Form

The necessary signatures and permission are to be obtained and turned into the Attendance Office at least one week prior to intended absence.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_ through \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Student Attends: ☐ Chesak Elementary School ☐ Conley Elementary School ☐ Heineman Middle School  
☐ Huntley High School ☐ Leggee Elementary School ☐ Mackeben Elementary School  
☐ Marlowe Middle School ☐ Martin Elementary School

I understand that all work missed in any class will be expected to be completed either prior to the absence or upon return from the absence, as required by the teacher.

\_\_\_\_\_  
Student's Signature (middle / high school students only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Period	Subject	Assignment(s)	Teacher's Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Teachers: Please attach any necessary information for the completion of assignments listed above.**