

PLYMOUTH COMMUNITY SCHOOL CORPORATION

PRE-ARRANGED ABSENCE REQUEST FORM

Directions: Please follow each step in this order:

1. All requested information must be completely filled out.
2. Secure the signature of a parent or legal guardian.
3. Obtain the approval and signature of _____, assistant principal.
4. Obtain the signature of every teacher whose class you will miss.
5. Return this form **BEFORE THE ABSENCE**, to _____.
6. If not returned to the attendance office prior to absence, it will be **UNEXCUSED**.

Name (first and last): _____

Reason for Absence: _____

Date of Absence: _____ Total School Days Missed: _____

<u>PERIOD</u>	<u>SUBJECT</u>	<u>TEACHER SIGNATURE & COMMENT</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

Note: All work must be completed prior to leaving or the first day back.

EXCEPTIONS: A student cannot make up an end-of-semester exam or six (6) week exam that would fall during a pre-arranged absence period.

Parent Signature

Assistant Principal