



PRE-ARRANGED ABSENCE FORM

COMPLETE SECTIONS 1-4 AT LEAST ONE WEEK PRIOR TO THE EVENT:

Section 1: Please fill out the following information:

I am hereby notifying La Sierra Academy that my student will be absent from school, under parental custody, on the dates and for the purpose listed below. I understand that the student is fully responsible for any work missed in class. **If a student receives 7 or more absences (both excused and unexcused combined) in any class period, he/she may not receive credit for the course.**

Name of Student: _____ Date(s) of Absence: From _____ To _____

Reason for Absence (be specific): _____

*A prearrange absence does not automatically constitute an excused absence. Furthermore, prearrange absences will still count towards the 7 absence limit per semester. _____ (parent initial).

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Section 2: Take this form to teachers who will supply the following information:

1. The effect this absence would have on the student's grade
2. If the work missed may or may not be made up.
3. Signature of teacher.

Period	Class	Make up/Remarks	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

Section 3: Registrar's Consideration of Request

Highest number of absences permissible: _____

Excused/Unexcused: _____

Number of absences accrued for the current semester: _____

Number of school days you are requesting to miss: _____

Approved/Denied Reason: _____

Registrar's Signature: _____ Date: _____

Section 4: Principal's/Vice-Principal's Consideration of Request:

Approved/Denied Reason: _____

Principal's/Vice-Principal's Signature: _____ Date: _____