



A SIERRA ACADEMY PRE-ARRANGED ABSENCE FORM

COMPLETE SECTION 1 AT LEAST TWO WEEKS PRIOR TO THE EVENT

***Any prearranged absence of 7 or more days should be arranged at least 3 months in advance and are subject to being denied by school administration.**

FINALS WEEK CANNOT BE EXCUSED.

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, and that this absence will be counted as a "personal" absence. **If a student receives 10 or more absences (both excused and unexcused combined) in any class period, he/she may not receive credit for the course.**

Student Name: _____ Date of Absence From: _____ To: _____

Reason for Absence (be specific): _____

*A prearranged absence does not automatically constitute an excused absence. Furthermore, prearranged absences will still count towards the 10 absence limit per semester. _____ (Parent Initial)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

SECTION 2 - Registrar's Consideration of Request.

Highest number of absences permissible: _____ Grade Level: _____

Number of absences accrued for the current quarter: _____ Attendance Code: _____

Number of school days you are requesting to miss: _____

Approved/Denied Reason: _____

Registrar's Signature: _____ Date: _____

SECTION 3 - Principal's /Vice-Principal's Consideration of Request.

Approved/Denied Reason: _____

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

PRINCIPAL’S APPROVAL NEEDED PRIOR TO COMPLETING THIS SECTION

SECTION 4 (7-12 ONLY)- 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 the teacher.

PERIOD	CLASS/SUBJECT	MAKE-UP REMARKS	TEACHER SIGNATURE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

SECTION 5 (K-6) COMMENTS/REMARKS

Teacher’s comments _____
