

CEDARCREST HIGH SCHOOL

Pre-arranged Absence Request – Individual / Personal

STUDENTS, PLEASE NOTE THE FOLLOWING PROCESS:

- Fill out the top portion of the form
- Obtain initials from teachers
- Obtain parent/guardian signature after teachers have initialed
- Submit the completed form to the Attendance Office **BEFORE** the date(s) you miss

Student Name _____ Student Grade _____

Date(s) of Absence _____

Reason for Absence _____

Student Signature _____ Date _____

TO BE COMPLETED BY THE STUDENT'S TEACHERS

Teachers initial the appropriate space	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Assignments MUST be submitted prior to absence						
Student MUST make up work						
Student need NOT make up work						
Absence may lower grade or cause Student to fail						
Work CANNOT be made up						

Comments: _____

PRE-ARRANGED ABSENCES ARE INCLUDED IN THE STUDENT'S TOTAL ABSENCE COUNT. PER STATE LAW, STUDENTS ARE ALLOWED 15 ABSENCES PER SCHOOL YEAR.

QUESTIONS? PLEASE REFER TO YOUR STUDENT HANDBOOK OR CALL THE ATTENDANCE OFFICE.

Parent Signature: _____