

Eaton Rapids High School

Pre-Arranged Absence Request

This form should be filled out by the student, signed by their teachers and parent/guardian before being turned into the attendance office at least two days prior to the absence.

Parents or guardians are urged to plan their vacations to coincide with school vacations. We realize this is not always possible but keep in mind that **vacation time is a chargeable absence against the student's total absences** and their grade may reflect this.

Student: _____ Grade: _____

Prearranged absence for the following dates: _____

Reason: _____

Period	Subject	Teacher Signature	Current grade	Approved/Unapproved	Teacher Comment
1					
2					
3					
4					
5					

Attendance Office Comment: _____ Date Rec'd: _____

Parents: Your signature indicates you have read and understand the form and teacher comments. If absence is for medical reasons we will need a note from the doctor. If your plans/dates change or if you have any questions, please contact the Attendance Office at 663-9191.

- Chargeable
- Not Chargeable
- School Related

Parent/Guardian Signature

Administrator