



## Pre-arranged Absence Request

I, the parent/guardian of the student referenced below, request a pre-arranged absence for my student on the dates indicated below.

Student name: \_\_\_\_\_

Date(s) of absence: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for absence: \_\_\_\_\_

\_\_\_\_\_

Will you have internet access? \_\_\_\_\_ yes \_\_\_\_\_ no

E-mail address: \_\_\_\_\_@\_\_\_\_\_

Parent/guardian name (please print): \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_

**\*\*\* All requests must be made at least two weeks prior to absence. \*\*\***

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For office use only:

\_\_\_\_\_ Request received \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Request approved

\_\_\_\_\_ Request denied

\_\_\_\_\_  
Greg Frescoln, Administrator