

## SECONDARY PRE-ARRANGED ABSENCE/TARDY/EARLY DISMISSAL

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Requests permission to:

\_\_\_\_\_ arrive late, by \_\_\_\_\_ am/pm

\_\_\_\_\_ leave early at \_\_\_\_\_ am/pm

\_\_\_\_\_ be absent

on: \_\_\_\_\_

(date)

Reason:

\_\_\_\_\_ medical/dental appointment

\_\_\_\_\_ illness/death in family circle

\_\_\_\_\_ mission meeting or outreach

\_\_\_\_\_ legal paperwork/appointment

\_\_\_\_\_ other (explain): \_\_\_\_\_  
(or attach note)

Make-up Work: It is the student's responsibility to find out from the teacher what work will be assigned during the time s/he is absent. The burden of responsibility for completing make-up work rests upon the student rather than upon the teacher.

Parent signature: \_\_\_\_\_

Secondary Administrator: \_\_\_\_\_

**MS:** Mr. Moyer

**HS:** Mr. Dunbar

**PARENTS:** The administration reserves the right to excuse this absence or not. Students with more than 18 absences in a year may be asked to repeat the year, as absence from class greatly hinders a student's ability to learn the curriculum.

- STUDENTS:**
1. **Obtain Principal's signature first.**
  2. Obtain signatures from each teacher whose class will be missed.
  3. Return to Principal for approval.

☆ For the absence to be excused, this form must be completed and **returned before the absence.**

**TEACHERS:** If you are NOT in agreement with the absence, write in the comment box or let your principal know.

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Teacher approval (initials) and comments or conditions:

Period	Class	Teacher Initials	Comments
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			

Parents can submit this as a Word document from their personal e-mail account (as proof of signature). Send it to [attendance@eca.edu.co](mailto:attendance@eca.edu.co) in time for the student to get all required signatures before the absence.

**To be filled out by the principal:**

Date request received: \_\_\_\_\_

Excused: Yes No (circle one and initial): \_\_\_\_\_