**{School Name, Mascot, etc.}**

 **Pre-Arranged Absence Form (Minimum 3 days)**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I request to be excused from the following classes with the understanding that **I am responsible for all homework assigned during my absence** (the days that I am gone), I further agree to do all homework and hand it in when the teachers say it is due Failure to do so will automatically result in a loss of credit for that assignment.

AFTER completion, this form must be brought to the ATTENDANCE SECRETARY. This absence is NOT TO BE CONSIDERED APPROVED unless a copy of this form is on file with the ATTENDANCE SECRETARY – **PRIOR TO LEAVING** **SCHOOL**. (Unapproved absences may have the same consequences as unexcused absences).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates of Absence: |  |  | Total School Days Missed: |  |
|  |  |  |  |  |
| Reason for Absence: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class** | **Teacher** | **Teacher Initials** | **Assigned Homework** | **Due Date** |
| **1)**  |   |   |   |   |
| **2)** |  |  |  |  |
| **3)** |  |  |  |  |
| **4)** |  |  |  |  |
| **5)** |  |  |  |  |
| **6)** |  |  |  |  |
| **7)** |  |  |  |  |
| **8)** |  |  |  |  |

Homework and copies of all worksheets are also available on PowerSchool. <https://ps.kpbsd.k12.ak.us/public/>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Student’s Signature Parent/Guardian’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes ( ) No ( )
Administrator’s Signature Absence Excused