**CHELDELIN MIDDLE SCHOOL**

**PRE-ARRANGED ABSENCE FORM**

* **One week before absence**: Get Principal/Assistant Principal approval.
* **Three days before absence**: Take absence form to your teachers for your assignments.
* **Day before absence**: Turn in this form to the office. The form will be copied for your attendance file.

Student Name: Grade: \_\_\_\_\_\_\_\_

Dates of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Returning Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: Date: \_\_\_\_\_\_\_\_\_

Principal/Assistant Principal Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Period 1 Teacher signature:

Period 2 Teacher signature:

Period 3 Teacher signature:

Period 4 Teacher signature:

Period 5 Teacher signature:

Period 6 Teacher signature:

Period 7 Teacher signature: