

RAA PRE-ARRANGED ABSENCE REQUEST FORM

To be filled out no later than TWO DAYS before the arranged absence. It is highly recommended to begin the process of arranging absences with teachers at least one week prior to the dates of absence.

- It is your responsibility to see that the form is completed prior to turning it in to the office.
- It is your responsibility to see that the all missed work, assignments, quizzes or tests are made up.

This form is for any absences from school days other than those that are allowed by the CA State Education Code. By asking for this document be filled out, the administration does not wish to pass judgment on the reason for absence, only to give all parties affected by the absence the opportunity to give input on the effect that this absence will have on the student at this particular time.

Directions:

Parent/Student

1. Take this form to EACH of the student's teachers and have them complete their portion of the form. **DO NOT LEAVE THIS FORM WITH THE TEACHER.** **Please find them to fill out this form at a time that is convenient for them to complete their portion sufficiently.
2. Bring the form to the office when it is completed.

Teachers

1. Consult your records to determine if you are comfortable with the student missing class for the time period indicated. State reason(s) if you feel the absence would be detrimental to the academic success of this student.
2. Fill out the form and give back to the student immediately. They should not leave this form with you.

Today's Date: _____

NAME OF STUDENT: _____ GRADE: _____

DATES OF ABSENCE: _____ # of SCHOOL DAYS: _____

REASON FOR ABSENCE: _____

PARENT SIGNATURE: _____ CONTACT #: (____) _____

TEACHER SIGNATURE

GRADE %

MISSED WORK

COMMENTS

TEACHER SIGNATURE	GRADE %	MISSED WORK	COMMENTS

Administration Approval _____ Date _____

Entered into RenWeb: _____