

## Pre-Arranged Absence Request Form

Name of Student: \_\_\_\_\_

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

Date(s) of Absence: \_\_\_\_\_

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

Excused/Unexcused: \_\_\_\_\_ (For Office Use Only)

Attn Faculty:

Upon the Headmaster's signature, this absence has been pre-arranged through the office. Please prepare any assignments that will be missed, so that the student can complete those assignments *prior* to the absence. Please sign this form and return it to the student to be turned into the office and placed on file *prior* to the absence. Should you have any questions or concerns, please contact the school office.

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Headmaster

\_\_\_\_/\_\_\_\_/\_\_\_\_

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Faculty Signatures:

Date:

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