

Pre-Arranged Absence Form

Personal Leave of Absence (3 days for more)

Chatfield Senior High

The purpose of this form is to inform the teacher of a student's absence and also to inform the student of what they will be missing and how they can attain makeup work.

Student Name: _____ Student Signature: _____

Date(s) of absence: _____ Reason for absence: _____

Parent Signature: _____ Date ____/____/____ Phone # contact during absence: (____) - ____ - ____

- ***Students, please get the signatures of all teachers and parents before submitting this form to the attendance office.***
- **This form should be completed and submitted to the attendance office 3 days prior to the scheduled absence.**
- ***Students, please keep the bottom half for your records.***



- ***Please review and follow the policies for make-up work during an excused absence in each of your classes.***

Period	Teacher Signature	Notes / Information
1		
2		
3		
access		
4		
5		
6		
7		