

**SALT FORK HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM**

Student Name: _____

STEP 1 - PARENT SECTION

Reason for Absence:

_____ Club Convention _____ College Day _____
(Guidance Counselor Signature Required)

_____ Vacation _____ Other

Description of Absence: _____

Date(s) of Absence From: _____ to _____

A PRE-ARRANGED ABSENCE DOES NOT GUARANTEE AN EXCUSED ABSENCE.
*** PRE-ARRANGED ABSENCE FORM MUST BE TURNED IN 3 DAYS PRIOR TO
ABSENCE.**

It should be noted that family vacations during the school time are strongly discouraged. Vacations should be planned during the summer or during Christmas or Easter break. It is expected that at least one family parent accompany the student on vacation.

Major papers, projects and final exams due during the absence must be turned in before you leave.

Being absent from class lectures, lab experiments, projects and group discussions causes the student to miss valuable learning experiences that can never completely be recovered.

Parent's Signature: _____ **Date:** _____

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STEP 2 –TEACHER SECTION

1st hour Class: _____ Teacher Signature: _____

Assignments: _____

2nd hour Class: _____ Teacher Signature: _____

Assignments: _____

3rd hour Class: _____ Teacher Signature: _____

Assignments: _____

4th hour Class: _____ Teacher Signature: _____

Assignments: _____

RTI: _____ Teacher Signature: _____

Assignments: _____

6th hour Class: _____ Teacher Signature: _____

Assignments: _____

7th hour Class: _____ Teacher Signature: _____

Assignments: _____

8th hour Class: _____ Teacher Signature: _____

Assignments: _____

STEP 3: BRING TO OFFICE

Principal's Signature _____ **Date:** _____