



ANDREAN HIGH SCHOOL

CHRIST IS MY TEACHER

PRE-ARRANGED ABSENCE FORM

TODAY'S DATE: _____

STUDENT'S NAME: _____

DATE(S) ABSENT: _____

REASON:

- COLLEGE VISIT
- APPOINTMENT
- MILITARY CONNECTED FAMILY
- OTHER

THE SCHOOL DISCOURAGES STUDENTS FROM TAKING EXTENDED ABSENCES DURING THE SCHOOL YEAR. EXTENDED ABSENCES PLACE STUDENTS AT AN ACADEMIC RISK, IF THERE IS A NEED FOR A PRE-ARRANGED ABSENCE, THE SCHOOL SHOULD BE NOTIFIED AT LEAST ONE WEEK IN ADVANCE. APPROVAL FOR EXCUSED PRE-ARRANGED ABSENCES MAY BE BASED ON STUDENT ATTENDANCE, GRADES, DISCIPLINARY RECORD, SPECIFIC REASON, AND LENGTH OF REQUESTED ABSENCE. THE ABSENCE MAY NOT BE EXCUSED, ESPECIALLY DURING FINAL EXAMS. PRIOR TO LEAVING, IT IS THE STUDENT'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH HIS\HER INDIVIDUAL TEACHERS FOR THE WORK HE\SHE WILL MISS ACCORDINGLY. COLLEGE VISITS ARE ONLY GRANTED TO JUNIORS (1 DAY) AND SENIORS (2 DAYS) AND WILL ONLY BE EXCUSED IF THE VISIT IS VERIFIED IN WRITING ON ADMISSIONS' LETTERHEAD WHEN RETURNED TO THE ANDREAN ATTENDANCE OFFICE.

REMINDER: STUDENTS MUST PRESENT ANY NECESSARY DOCUMENTATION TO THE ATTENDANCE OFFICE UPON THEIR RETURN TO SCHOOL.

Parent Signature

Date

Administrative Approval Signature

Date

Note\Comment