



Andrean High School

Christ is my teacher

Pre-arranged Absence Note Template

Today's Date: _____

Student's Name: _____

Date(s) Absent and/or Times: _____

Reason: Vacation Appointment College Visit Other

PRE-ARRANGED ABSENCES:

The school discourages students from taking family trips/vacations during the school year. Extended absences place students at an academic risk. If there is a need for a pre-arranged absence, the school must be notified at least one week in advance. Approval for excused pre-arranged absences will be based on student attendance, disciplinary record, grades, specific reason, and length of the requested absence. The absence may not be excused, especially during final examinations. Prior to leaving, it is the student's responsibility to make arrangements with his/her individual teachers for the work he/she will miss during the pre-arranged absence. Approved Vacation and College days, although they may be excused, count as absences that jeopardize the student's required attendance. College days are granted only to seniors and juniors and will only be excused if the visit is verified in writing on the Admissions Office letterhead and returned to the Andrean High School Attendance Office. See EXCUSED ABSENCES section in handbook for limit requirements on college visits.

REMINDER: Student must present required absent documentation to the Attendance Office on the next day back to school.

Signature of Parent Date

Signature of Student Date

Administrative Approval Signature Date

Note: Documentation needs to be dropped off at the attendance office and/or email to ktrapane@andreanhs.com