

Hines Middle School Pre-Arranged Absence Form

Student Name

ID#

Grade

Dates of Absence: _____ through _____

The following reasons will be considered **EXCUSED** (please circle all that apply):

- a. Prolonged student or family medical issue
- b. Family emergency or bereavement
- c. Dentist, Doctor, or Court appointment (confirmation may be required)
- d. Pre-arranged absence approved by the school

Please explain the nature of your absence using the space provided:

Please note that prearranged absences that do not meet the criteria listed above or do not provide sufficient information will be considered **UNEXCUSED**. An absence for parent-approved activities may not be approved if it poses a serious adverse effect on the student's educational progress. Parents of students who have 4 unexcused absences in a month, or 10 excused or unexcused in a school year are eligible to be cited to Court for truancy.

Subject	Teacher Signature	Homework/ Comment

I understand there is no guarantee that the loss of school time will not have an impact on grades and overall academic progress. I understand if absences are considered UNEXCUSED, teachers reserve the right to not award credit for schoolwork missed during this time. I also understand that the student will be withdrawn from Hines Middle School if they are to miss 10 consecutive school days, as required by state law. **THIS FORM MUST BE COMPLETED AND RETURNED TO THE ATTENDANCE OFFICE 3 DAYS PRIOR TO THE ABSENCE.**

Student Signature _____ Date _____

Parent Signature _____ Date _____

Administrator Signature _____ Date _____