

Pearl City JH/HS Pre-Arranged Excused Absence Form

Student Name: _____

Date of Absence: _____

Reason for Absence: _____

It is the responsibility of the above listed student to have the permission and the sign-out sheet completed before they are to be gone. Students are responsible for working with their teacher(s) to make sure they either complete their work prior to their absence or when they return. This form should be turned into the office 24 hours in advance of the absence.

	Class Assignment	&	Teacher's Signature
1st period	_____		_____
2nd period	_____		_____
3rd period	_____		_____
4th period	_____		_____
5th period	_____		_____
6th period	_____		_____
7th period	_____		_____
8th period	_____		_____
9th period	_____		_____

Parent Signature Date

Principal Signature Date

For Office Use Only:

Absences prior to above request:

Absences after to above request:

Days absent = _____

Days absent = _____

Excused = _____

Excused = _____

Unexcused = _____

Unexcused = _____ Dates of unexcused = _____

* 5 parent excused absences per year - after the 5 parent excused absences a doctor's note will be needed to for the absence to be excused. Please see page 36-38 the handbook for additional information on attendance.