

Sand Ridge Charter School

PREARRANGED EXCUSED ABSENCE FORM

Student: _____ Date: _____ Grade: _____ School Year ____ - ____

Name of Parents/Guardians: _____ Phone: _____

Requested Days to be Absent from School

From: _____ To: _____ Total School Days Missed _____

Trip Description: _____

Homework plan to make up missed classes and assigned homework: _____

All work must be completed by _____. If any work assigned before your absence or during your absence is not completed to at least an 80% score by this date, this status of these absences will change from excused to **unexcused**. Unexcused absences are addressed in the Policy Handbook.

Signature of Student

Signature of Parent

Signature of Classroom Teacher(s) – **Must be signed by the teacher of each class that you will miss.**

The absence is excused if both statements below are true. The absence is unexcused if one or both of the statements below are not true.

- Prearranged Absence Form was completed at least one day before the absence occurred.
- All work was completed on or before the agreed upon completion date.

EXCUSED (circle one) **UNEXCUSED**

Teacher's Signature

Date