

**Archbishop Murphy High School
PRE-ARRANGED ABSENCE FORM**

This form pertains to regular school days only. Students must be in attendance on semester exam days. See Student Handbook for specific details.

Student Name

Date

Dates of Absence

Reason for Absence

To ensure that the student's absence will be excused & the student will be allowed to make up missing work, the following procedures must be followed:

Step 1: *At least one week prior to the absence,* the student will ask each of his/her teachers to initial this form and list assignments with due dates for the time of the absence.

In addition, teachers will note dates for the student to make-up any missed quizzes & tests as well as the dates of quizzes & tests scheduled immediately following the student's absence.

PLEASE NOTE: Dates for the completion of assignments, quizzes & tests are non-negotiable.

Step 2: The student will have his/her parent sign and date this form.

Step 3: The student will submit this form to the Vice-Principal for approval.

Step 4: The student will return the completed form to the attendance office at least two days prior to the absence.

Period	Course	Assignment	Comments/Teacher Signature
0			
1			
2			
3			
4			
5			
6			
7			
8			

Parent Signature: _____ Date: _____
(I have read & understand the assignments & comments from teachers.)

Vice-Principal Approval: _____ Date: _____