



North Eugene High School

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PREARRANGED ABSENCE FORM

Student Name: _____

Small School: AoA IDEAS NIHS

Grade: 9 10 11 12

Dates of Proposed Excused Absences – From: _____ To: _____

Reason for Absences: _____

We would like parents/guardians and students to be aware of the following when contemplating absences of this type:

- A. Teachers need at least one week's notice in order to have tests and other work ready.
- B. Grades may be affected negatively by the absence.
- C. It is generally best if all or most of the work can be turned in before the absence.

Realizing there are times when unusual circumstances cause a student to request an excused absence, we do want to cooperate with both parents/guardians and students. We therefore ask that students:

- 1. Circulate this sheet among his/her teachers.
- 2. Have a parent/guardian sign in the space provided below after all teachers have filled out the sheet.
- 3. Return the completed sheet to the attendance office prior to the anticipated absence.

If all these conditions are met, the attendance office will excuse the absence. Your cooperation is appreciated.

Pd	Date	Current Grade	Misc. Comments, Conditions or Assignments Due Before Student Leaves	Assignments, Class Work, Tests, or Quizzes to Make-up upon Return	Teacher Initials
1					
2					
3					
4					

Parent/Guardian Signature _____