



GUERIN CATHOLIC HIGH SCHOOL PRE-ARRANGED ABSENCE REQUEST FORM

PLEASE USE FOR THREE OR MORE SCHOOL DAYS OF ABSENCE

For absences two days or less, please call the Attendance Line at (317) 660-0404

- 1) Pre-arranged absences will count in the absence progression unless noted otherwise in the family handbook.
- 2) Students are responsible for:
 - **At least three (3) days prior** to absence returning completed form **to front office**
 - Working with **teachers prior to absence(s)** to coordinate due dates for work missed or assigned during absence(s)
 - Arrange for completion of exams or quizzes prior to absence(s) (at teacher discretion)
 - Completing any and all work assigned by the teacher by the date of return from absence(s) (at teacher discretion)

Note: Should any of the above steps not be taken by the student prior to his or her absence(s), he or she may not receive full credit for the assignments or assessments given during the absence(s).

I hereby give my permission for my student to be absent on the below date(s)

Parent/Guardian Signature _____

STUDENT NAME _____ **Grade** _____

Print name

Reason for absence _____

Date(s) of absence _____ Total # of days _____

Please note if partial day, write specific time of dismissal request.

Pre-arranged absence approved: _____

ASSISTANT PRINCIPAL OF STUDENT SERVICES

Pre-arranged absence approved: _____

SCHOOL COUNSELOR

PERIOD	COURSE	TEACHER SIGNATURE	NOTES	GRADE
0				
1				
2				
3				
4				
5				