|  |  |  |
| --- | --- | --- |
| cid:image001.jpg@01CBCC2F.B754D370 | Naples Middle/High School  PSC 808 BOX 15  FPO AE 09618  DSN: 629-4061/COMM: +39 081-811-4061  **Pre-Arranged Absence Form** | cid:image001.jpg@01CBCC2F.B754D370 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name: | | | Grade: | |
| E= Excused U= Unexcused | 1st Semester | | 2nd Semester | |
| Absences: | E: | U: | E: | U: |
| Tardies: | E: | U: | E: | U: |

**Step 1:** My student will be absent from school from \_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_, returning to school on \_\_\_\_\_\_\_.

Reason for absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2:** I will complete all assigned work missed due to this absence in the timeframe allocated by my teachers. I understand that failure to comply will result in a reduced grade or “incomplete” in the class.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Student is responsible for having the teachers and counselors complete this portion.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period | Course | Current Grade % | Teacher  Initials | Instructions/Assignments |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |

**Step 3:** Counselors Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4:** **Sponsoring Parent’s** Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

**When Steps 1-4 are completed, return this form to the front office for Administrative Approval.**

**Step 5:** Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Excused Absence Unexcused Absence