

## HERITAGE HIGH SCHOOL Pre-Arranged Absence Form

I, \_\_\_\_\_, grade \_\_\_\_\_, wish to be absent from \_\_\_\_\_  
 (Student's Name) Period(s)

on \_\_\_\_\_ for \_\_\_\_\_  
(Reason)

I understand any work I miss during my absence must be made up before or after the absence, at the teacher's convenience. I also understand that should I fail to complete all work listed by the specified time, my grade will suffer.

Guardian: After reviewing teacher "Work Assignments" and "Advisability" of the absence, please indicate your permission for the absence by signing below and have your student return this form to the Attendance Office before the start of the absence.

GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUBJECT	TEACHER SIGNATURE	WORK ASSIGNMENTS*	DATE TO BE COMPLETED	ADVISABILITY**

\* Teacher's assignment is based on the assumption the student will satisfactorily complete all available make-up work by the established "Date To Be Complete" listed above.

**\*\* Advisability Code**

1. The student has accumulated a number of absences in the class and any additional absence may jeopardize the student's standing.
2. The student's grades are already low and any absence could contribute to possible loss of credit in the class.
3. The class material to be covered during the proposed absence is such that it will be difficult to substitute with appropriate material.
4. This absence is not likely to affect the student's performance in the course, provided the assignment is completed as indicated above.