

J L Mann High School
REQUEST FOR PREARRANGED ABSENCE

Any student requesting a prearranged absence must complete this form, obtain all signatures, and submit the completed form to the Attendance Office a week prior to the absence. Upon returning to the school after the absence, the student must submit documentation for the absence (i.e., a letter from the college confirming attendance at a college visit).

The Principal must approve any student absence from school due to reasons outside of the medical issues and reserves the right to deny permission for an absence. Any absences approved by the Principal count towards the student's total absences. By state law, students are permitted only ten absences for a year-long class and five absences for a semester class; any absences past the tenth (or the fifth) could result in loss of course credit for the student.

All makeup work must be turned in to the teachers within five days of returning to school.

Name of Student: _____ **Grade:** _____

Reason for Request: _____

Dates to be Absent: _____

Parent's Signature: _____ **Date:** _____

TEACHER SIGNATURES AND YEAR-TO-DATE ABSENCES

1st Period: _____ **Absences YTD:** _____

2nd Period: _____ **Absences YTD:** _____

3rd Period: _____ **Absences YTD:** _____

4th Period: _____ **Absences YTD:** _____

5th Period: _____ **Absences YTD:** _____

6th Period: _____ **Absences YTD:** _____

7th Period: _____ **Absences YTD:** _____

_____ **APPROVED TO MAKE UP WORK** _____ **NOT APPROVED TO MAKE UP WORK**

Principal's Signature: _____ **Date:** _____

The principal's signature indicates only that school work may be made up. It does not remove an absence from the student's record. If the student has accumulated more than the allowed number of absences the student will be in danger of losing course credit.