



Pre-Arranged Absence Form

Complete Steps 1-3 at least one week prior to the event:

Step 1: Please fill out the following information:

I am hereby notifying La Sierra Academy that my student will be absent from school, under parental custody, on the dates and for the purpose listed below. I understand that the student is fully responsible for any work missed in class, and that this absence will be counted as a “personal” absence. **If a student misses 18 or more class periods for any reason, he/she will not receive credit for the course.**

Name of Student: _____

Date(s) of Absence _____

Reason for Absence (be specific): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Step 2: Take this form to teachers who will supply the following information:

1. The effect this absence would have on the student’s grade.
2. If the work missed may or may not be made up.
3. Signature of teacher.

Period	Class	Make-up/Remarks	Teacher Sign.
1			
2			
3			
4			
5			
6			
7			
8			
9			