

MELROSE-MINDORO HIGH SCHOOL
Pre-Arranged Absence Form

Student's Name _____ Grade _____ Phone _____

Permission has been given for my son/daughter to be absent on:

_____ for _____
(date(s) of absence) (reason for absence)

Assignments for the day/days missed must be completed in advance or alternate arrangements should be authorized by the teacher IN ADVANCE.

PERIOD	COURSE	TEACHER	COMMENTS
1			
2			
3			
4			
5			
6			
7			
8			

**FOR ANY PRE-EXCUSED ABSENCES OF MORE THAN ONE DAY
YOU MUST HAVE THE PRINCIPAL'S SIGNATURE**

The school, being concerned with your child's educational progress, has provided means for each teacher to inform the parents, stating his/her opinion relative to the pre-arranged absence. If any questions or comments require your attention, you will be contacted by phone or a copy of this form will be mailed to the parent.

Signature of Parent/Guardian
(or see attached note)

STUDENT: You are encouraged to submit this form to all of your teachers before the anticipated absence and return this completed form to the office BEFORE the date(s) of absence.

Student's Name

Date(s) of Absence

Reason for Absence: _____

Mr. Jeff Arzt, Principal