

**Meadowdale High School
Pre-arranged Absence Contract**

Date _____

To the teachers of _____ has indicated that he/she will be absent from _____ to _____ because of _____.

POLICY

Since this absence is being pre-arranged by parents and/or school, it will be excused. However, the student shall be required to satisfactorily complete make-up work or an alternative assignment to compensate for that which was missed during the absence. Since many classes have participation requirements it is possible that extended absences from the classroom may cause a lower grade to be received for that quarter which may affect the semester grade and receiving credit.

TEACHERS

Please supply the information requested below:

| <u>Period</u> | <u>Class</u> | <u>Grade in Class to Date</u> | <u>Will this absence jeopardize Student progress?</u> | <u>Make-up work Due date</u> | <u>Teacher initials</u> |
|-----------------|--------------|-------------------------------|---|------------------------------|-------------------------|
| 1 st | _____ | _____ | _____ | _____ | _____ |
| 2 nd | _____ | _____ | _____ | _____ | _____ |
| 3 rd | _____ | _____ | _____ | _____ | _____ |
| 4 th | _____ | _____ | _____ | _____ | _____ |
| 5 th | _____ | _____ | _____ | _____ | _____ |
| 6 th | _____ | _____ | _____ | _____ | _____ |

Parents and Student:

Please evaluate the information provided above before making a final decision regarding the requested absence. If grades are quite low and the absence can be arranged for another time, you may wish to withdraw the request. If not, please return this to the Attendance Office at least 24-hours before absence occurs.

Parent Signature

Student Signature