

TPCA PRE-ARRANGED ABSENCE FORM

Any planned absences, including vacations, **MUST** be pre-arranged with school administration. This form should be turned into the office **at least one full week** prior to planned absence. If a student has poor attendance or academic performance, an administrator may deny an excused absence for vacations. **Per TPCA Policy T-JH: No more than 5 days total per school year being granted as excused absences.**

STEP 1: To be filled out by parent (must be turned into FRONT OFFICE when completed)

Student Name: _____	Grade: _____
Date(s) requesting to be absent: _____	
Reason for Absence: _____	

Parent's Signature: _____	Date: _____

STEP 2: To be filled out by Office/Administration

# of Days Requested: _____	# of Vacation Days already used: _____
Attendance Secretary Signature: _____	Date: _____
# of Days Excused: _____	# of Days Unexcused: _____
<small>(Per TPCA Policy T-JH: No more than 5 days total per school year being granted as excused absences)</small>	
Administration Signature: _____	Date: _____
Administration Comments: _____	

STEP 3: To be filled out by teachers (DO NOT sign without Administrator's signature)

Period	Class/Course	Assignment	Due Date	Grade/GPA	Teacher Signature
1					
2					
3					
4					
5					
6					
7					

Additional homework information, teacher comments/concern:
