

TWIN PEAKS CHARTER ACADEMY PRE-ARRANGED ABSENCE FORM

Name: _____ Grade: _____ Date _____

Has requested permission to be absent on the following dates: _____

Reason: _____

To validate the pre-arranged absence, this form **MUST** be turned in to the office **one full school week** prior to the planned absence. The completed form will be returned to the student.

	COURSE	TEACHER SIGNATURE	ASSIGNMENT	ACADEMIC GRADE/GPA	DUE DATE
1.					
2.					
3.					
4.					
5.					
6.					
7.					

PLEASE ASSIGN NECESSARY HOMEWORK

TEACHER COMMENTS/CONCERNS:

Number of days to be absent; _____

Educational Element: _____

This should be a written assignment about something the student has learned during their absence. It should be at least one full written page for 4th – 8th grade. It should be age-appropriate for lower grades.

IMPORTANT NOTICE: Any planned absence including family vacations **MUST** be pre-arranged with school administration. Please pay particular attention to the home work due date column. Failure to meet this date will result loss of credit. If a student has poor attendance or poor academic performance, an administrator may deny an excused absence for vacation purposes.

Parent Signature & Permission: _____ Date: _____

Student Signature: _____ Date: _____

Administration Signature: _____ Date: _____

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*Office use only:*

*Please route to the following teachers:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

*Date/time received by Parent* \_\_\_\_\_

*Date/time received by Administration* \_\_\_\_\_

*Comments by Administration* \_\_\_\_\_

*Date/time returned to Attendance Office* \_\_\_\_\_