

Anderson School PRE-ARRANGED ABSENCE FORM

Today's Date: _____

According to the attendance policy established by the trustees of Anderson School, students will make prior arrangements for planned absences, and all school work must be made up within the time specified by the teachers. According to our policy a student should only have a maximum of 10 absences within the school year unless there are extenuating circumstances.

Name: _____ Date(s): _____

Teacher(s): _____

Reason for absence: _____

Directions:

1. Please retrieve this form from the office or print from the website. Your parents should email the school office and your classroom teacher the dates you will be absent.
2. Present this form to all teachers. See that your teachers record your assignments and sign the form. Your teachers may indicate that they do not recommend that you miss school.
3. Complete assignments and hand them in to your teachers. The student is responsible for completing all assignments on this sheet by the deadline set forth by the classroom teacher

ASSIGNMENTS/COMMENTS/DUE DATE (completed by teacher(s) and initialed):

1. _____

2. _____

3. _____

4. _____

_____ Absence is not recommended by teachers for the following reason(s):