



AUDUBON BLACKHAWKS

PRE-ARRANGED ABSENCE

Dear Parent/Guardian and Student:

The best way for students to be successful in school is to have regular attendance. We understand that there will be times students are not able to attend school for a variety of reasons; they become ill, a family emergency or other reasons. In an emergency we ask that families call the front office to let the school know of the absence.

If you know ahead of time that a student will be missing school for any reason we ask that you complete the following Pre-Arranged Absence form. Approval for pre-arranged absences will be determined by school administration. Parents/guardians are responsible for completing this form, returning it to the office and communicating with your child's teacher. Students are responsible for any work missed during this absence. Pre-arranged absences will count towards a student's overall absences for the year and may lead to identifying a student as chronically absent as per district policy.

_____ is planning to be absent from school on the following days/times:

Dates: _____

Time (if for only part of the day): _____

Reason for the absence:

Parent/Guardian Signature: _____



Principal/Administrator Signature: _____ Date: _____

Comments: _____
