

## 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.

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

**PLEASE ASSIGN NECESSARY HOMEWORK**

**TEACHER COMMENTS/CONCERNS:**

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**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 4<sup>th</sup> – 8<sup>th</sup> grade. It should be age-appropriate for lower grades.

**IMPORTANT NOTICE:** Any pre-arranged 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* \_\_\_\_\_