

**WEBSTER MIDDLE SCHOOL
PREARRANGED ABSENCE FORM**

Student: _____ Grade: _____

Date(s) of Absence: _____ Total Days: _____

Reason for Absence: _____

Period	Class	Teacher Initials	Assignments
1			
2			
3			
4			
5			
6			
7			
8			

- This completed form must be submitted to the office 2 days prior to the first absence. The purpose of this form is to communicate with teachers and the attendance officer the absences. The attendance officer will determine if the absences are excused or unexcused based upon the district attendance policy.
- Prearranged absences are still included in the total count of 10 maximum excused absences allowed per year. Any absence over the 10 maximum may be considered unexcused.
- School policy states that make-up work must be handed in within two school days for each day absent in order to receive full credit.

Parent Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Office use: # of excused days _____ # of unexcused days _____