

# Prearranged Absence Request

## Memorial High School

\_\_\_\_\_ has requested to be absent from school \_\_\_\_\_  
Student Name Date of Absence

due to \_\_\_\_\_.

TO THE STUDENT: Please have all teachers complete before the date of the absence and return to the attendance office. A negative response may disqualify you from attending a school-sponsored activity.

TO THE TEACHER: Please indicate the student's progress by providing the information below. You may choose not to recommend the student be absent if you believe a decline in achievement will occur or if current academic standing is in question. Recommendations will be forwarded to parent/guardian. The assignment of makeup work prior to the absence is appropriate.

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	Student Currently Passing?	Student Currently Behind in Assignments?	Comments and/or Recommendations
1 <sup>st</sup> : Teacher _____ Course _____	_____	_____	_____
2 <sup>nd</sup> : Teacher _____ Course _____	_____	_____	_____
3 <sup>rd</sup> : Teacher _____ Course _____	_____	_____	_____
4 <sup>th</sup> : Teacher _____ Course _____	_____	_____	_____
5 <sup>th</sup> : Teacher _____ Course _____	_____	_____	_____
6 <sup>th</sup> : Teacher _____ Course _____	_____	_____	_____
7 <sup>th</sup> : Teacher _____ Course _____	_____	_____	_____