

**Terrace Park School  
Pre-arranged Absence Form**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

I am requesting permission for a leave of absence for my child from school

because: \_\_\_\_\_

\_\_\_\_\_

My child will be absent from \_\_\_\_\_ to \_\_\_\_\_.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

5-8<sup>th</sup> Grade Student Agreement: I will turn in my assignments in advance, or make suitable arrangements with my teacher(s) for make-up work. I understand that if the school work missed by this absence is not satisfactorily completed as arranged with each teacher, I may receive a poor grade and/or loss of credit for the assignment(s).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subject	Grade	Makeup work	Teacher

**Attendance Record:** Days present to date: \_\_\_\_\_ Days absent to date: \_\_\_\_\_

Attendance Secretary Signature: \_\_\_\_\_

**Principal approval:** Date: \_\_\_\_\_ Signature: \_\_\_\_\_