

Seven Oak Middle School  
Prearranged Absence

Today's Date: \_\_\_\_\_

I am requesting that my student, \_\_\_\_\_, be excused for the following dates:

\_\_\_\_\_, for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. This is for five days unless authorized by an administrator.
2. All trips are to be arranged at least one week in advance.
3. Student must assume the responsibility that each teacher gives them clearance as to assignments handed in before departure, assignments due when they return, and the makeup of work missed during their absence.
4. After all of the student's teachers have signed this form, please return it to the Attendance Secretary.

<u>Period</u>	<u>Teacher's Signature</u>	<u>Remarks</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
_____ Administrator's Signature		_____ Attendance Secretary's Signature