

Waterloo High School

Pre-Arrange Absence Form

Guidelines:

1. This completed form must be turned in to the **Attendance/Assistant Principal's Office** within **48 hours** of the intended absence.
2. Planned absence requests will be approved based upon a student's cumulative attendance and academic records.
3. The student has the responsibility for contacting all teachers and completing all make-up work following the guidelines stated in the student handbook.
4. Planned absences are discouraged during semester exams.

Obtain signatures in the order indicated below.

Complete the following:

_____ will be absent _____
(Student) (Dates)

For the following reason: _____

Parent Signature (1st)

Assistant Principal Signature (2nd)

Form Must Be Signed by Parents and Principal BEFORE Teacher Signatures

Teacher Notification (3rd)

Subject	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

04/9/15