

Request for Pre-Arranged Absence

Every Student reaching the peak of success is the primary goal at Dolores High School. Although learning occurs in a variety of settings, time spent directly with the teacher and collaboratively with peers is essential to student learning.

Pre-Arranged Absence Procedure

1. Parent and student should refer to Student Handbook for policy.
2. Pre-arranged absence form is completed by parent/guardian and submitted to the school office at least 3 school days prior to scheduled absence.
3. Principal will review completed form and notify parent.
4. Student is responsible for communicating and making arrangements with teachers for missed work

To Be Completed by
Parent/Guardian

Student Name: _____ Grade: _____

Date(s) of Absence: _____ Teacher's Name: _____

The reason for my student's absences will be:

Family Trip accompanied by at least one parent/guardian

Religious retreats, church sponsored trip, seminar or convention

Court appearance supported by documentation from court system

Medical supported by documentation from a doctor's office, hospital, clinic, etc.

Co-curricular (non-school sponsored) activity (If this is checked, must have approval and signature from Athletic/Activities Director) _____

Other: (please explain) _____

I understand that absences will be coded in accordance with DHS Administrative Policy set forth in the student handbook.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

To Be Completed by
DHS Teacher

Period	Course Name	Comments	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
ADV			

Teacher Recommendation:

This absence will not adversely affect the student's education.

This absence will adversely affect the student's education.

To Be Completed by
DHS OFFICE

Current Number of Absences: Excused _____ Unexcused _____ Tardies: _____

Final Approval: Yes _____ No _____

Administrator Signature: _____ Date: _____

Comments: _____