

SPRAGUE HIGH SCHOOL

Pre-Arranged Absence

This form must be completed and submitted prior to absence.

Directions for the student:

1. Attach a letter from a parent or guardian explaining the reason for the absence. The letter must be attached prior to taking this form to teachers for signatures.
2. Student is responsible for getting a signature from each teacher and specifications for making up class work.
3. Submit the completed form and letter to the Main Office.

Student Name: _____ ID Number: _____ Grade: _____

Dates of Absence(s): _____

Period	Teacher Signature	Special Notes:
1		
2		
3		
4		
5		
6		
7		
8		

Copy given to student: _____
Staff Initial Date