



SETON CATHOLIC HIGH SCHOOL  
**PRE-ARRANGED ABSENCE FORM**

1. Read the attendance procedures for pre-arranged absences are on the reverse side of this form before signing.
2. Present with parent signature to the principal for determination of absence status: excused/unexcused. I understand this will be an absence, and will be counted toward the total number of periods absent from class(es). **I ALSO UNDERSTAND IT MAY AFFECT MY CLASS GRADES.**

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request to be absent on:** \_\_\_\_\_

**Reason:** \_\_\_\_\_

3. I request my son/daughter be allowed this pre-arranged absence and affirm the reasons for this absence:

Signature of parent (guardian): \_\_\_\_\_ Date: \_\_\_\_\_

4. ABSENCE IS EXCUSED  UNEXCUSED

\_\_\_\_\_  
 SIGNATURE OF PRINCIPAL

5. Each of your teachers must sign this form and complete the lines for that period before the absence occurs. Assignments are due after the absence. **FAILURE TO COMPLETE THE ASSIGNMENT(S) WILL RESULT IN A ZERO FOR THAT ASSIGNMENT(S).**

6. This form **must** be completed and returned **to the office a day** prior to absence or **it will be unexcused.**

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**→ TEACHERS: DO NOT SIGN THIS FORM UNLESS SIGNED BY PRINCIPAL ←**

PERIOD	TEACHER'S SIGNATURE	ASSIGNMENT
B1		
B2		
B3		
B4		
R1		
R2		
R3		
R4		

You will be given a copy of this form with the assignments when turned into office.  
**MUST BE RETURNED DAY PRIOR\* TO ABSENCE** Due: \_\_\_\_\_  
**\*Failure to return to absence will result in an unexcused absence. No excuses. No exceptions!**