

CASS CITY HIGH SCHOOL
Prearranged Absence from School

This form is to be used in applying for permission to be absent from school for reasons other than normally accepted for excused absence. The form is to be completed in advance and presented to the principal, who will then act upon it. If the application is approved, the student may, upon returning to school, secure an excused absence in the usual manner.

Student's Request

I ask to be excused from school for _____ day (s).

The dates of absence are: _____

Student's Grade: 9 10 11 12 Student's Signature: _____

Parent's/Guardian's Approval

Please write a brief statement explaining the reason for this absence.

Parents/Guardian's Signature: _____

Teachers' Acknowledgment

The student will ask each teacher to indicate approval/acknowledgment by signature after each class period

		<u>Approval/Acknowledge</u>
1 st	_____	_____
2 nd	_____	_____
3 rd	_____	_____
4 th	_____	_____
5 th	_____	_____
6 th	_____	_____
7 th	_____	_____

Permission: _____ Granted _____ Not Granted

Date: _____ Principal: _____