

ASHLAND HIGH SCHOOL  
Pre-Arranged Absence Request

This form is to be completed with appropriate approval obtained for all school related and pre-planned absences of more than two days in duration. Please see Student Handbook for more details. Please note that if the reason for the absence does not fall within the guidelines of an excused absence, the absence will be marked UPA (Unexcused Pre-Arranged).

**Procedure**

Step 1: Obtain a signature along with comments and assignments from teacher

Step 2: Obtain Parent/Guardian's approval and signature

Step 3: Obtain administrator/attendance coordinator approval and signature

**Check one:**

SCHOOL RELATED ABSENCE     NON SCHOOL RELATED ABSENCE

\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**Date(s) of Absence**

**Reason for Absence(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step 1:**

PERIOD	SUBJECT	TEACHER	COMMENTS/ASSIGNMENTS
1			
2			
3			
4			
5			
6			
7			
8			

**Step 2:**

**Parents-** Carefully review the comments from the teachers noted above. You should realize that a "NO" response from a teacher indicates the possibility of the absence causing significant academic difficulty in the class involved. Your signature on this form indicates your approval of the absence after considering all teachers comments.

\_\_\_\_\_  
**Parent/Guardian Signature Indicating Approval**

**Step 3:**

\_\_\_\_\_  
**Administrator/Attendance Coordinator signature**

APPROVED     DENIED     PARENT CONTACTED