

Scio Middle School

Pre-Arranged Absence

Student's Name _____

Today's Date _____

Requested Day(s) of Absence _____

Circle the Code/Type of Absence and provide Details/Reason. School field trips do not required a pre-arranged form.

<u>Code</u>	<u>Type of Absence</u>	<u>Details/Reason</u>	Office Use Only EX U
PA	Family Matters	Reason: _____	
MD	Doctor/Dentist	Name: _____	
AP	Appointment	Name: _____	
AC	In-School Activity	Activity: _____	
SB	School Activity	Activity: _____	
AT	Athletics	Activity: _____	
CS	Community Service	Where: _____	

IMPORTANT. Reasons for some Family Matters may result in an Unexcused Absence. It is the student's responsibility to make-up work from an absence following the middle school guidelines. Excessive Absences in any class for any reason will result in an Attendance Review. Prearranged Absence Forms must be turned into the office by 3:15PM the day before the absence. Refer to the Handbook for the complete Attendance/Prearranged policy.

For this absence to be considered excused, it must be signed by each of the following (in the order presented):

1. Parent/Guardian
2. Principal/Designee

My son/daughter has my permission to be absent on the above date(s). I understand that he/she has the responsibility of making up the missed assignments and assessments.

Parent/Guardian's Signature _____

Principal/Designee's Signature _____