

# Trinity Catholic High School Pre Arranged Absence Form



## **Student Information**

Student Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

## **Pre-arranged Absence Information**

Date of Absences: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

## **Attendance Policy**

### **Procedures for Pre-arranged Absences**

Students and parents are required to notify the Attendance Office in advance of an absence from school for any reason other than illness. A Pre-Arranged Absence Form must be completed and submitted for all such absences. Students are required to meet with each of their teachers and complete all work missed upon their return. The administration determines if pre-arranged absences are considered excused or unexcused. Students are responsible for making arrangements with teachers regarding assignments/assessments.

Students whose absences exceed 5 excused or unexcused absences within a quarter or 10 excused or unexcused absences within a semester shall be referred to the principal for a conference to be held with the student, his/her parent(s)/guardian(s), and the school administration.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Administration Response**

- Excused
- Excused with Documentation
- College Visit with Documentation
- School Related with Documentation
- Unexcused

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Trinity Catholic High School, a Christ-centered community, provides students the opportunity to deepen their relationship with God, to excel academically, and to commit to a life of service to others.*