# Sarasota Middle School

## Pre-Arranged Absence Request

Please complete the information below and return to the front office at least three days prior to the requested date of first absence. We strongly advise that students obtain needed make-up work prior to the pre-arranged absence. With the exception of vacations, students are allowed the number of days they were absent to make-up missed work.

Absences for vacations must be given prior approval from an administrator and the student must make arrangements for completion of work prior to the absence.

_____ _____ _____

**Student Name** **Grade/Team** **Date(s) of Absence**

**Reason for Absence**

_____

_____

_____

| Period/Class | Teacher Comments | Teacher Signature |
|---|---|---|
| **1** _____ | _____ | _____ |
| **2** _____ | _____ | _____ |
| **3** _____ | _____ | _____ |
| **4** _____ | _____ | _____ |
| **5** _____ | _____ | _____ |
| **6** _____ | _____ | _____ |
| **7** _____ | _____ | _____ |
| **8** _____ | _____ | _____ |

_____ _____

**Parent Signature** **Date** **Attendance Staff Signature** **Date**

_____ _____ _____

**Administrator Signature** **Date** **Approved** **Disapproved**