

KETTLE MORAINÉ HIGH SCHOOL PRE-ARRANGED ABSENCE

Date of Request: _____

Name: _____ Grade: _____

Date(s) of Absence: _____

Reason for Absence: _____

Valid Reason for Absence:

- A. Religious holiday
- B. Family funeral
- C. Family vacation
- D. College visitation

**WORK MUST BE COMPLETED AND SUBMITTED BEFORE
LEAVING UNLESS TEACHERS HAVE GRANTED EXCEPTION.**

Permission Sequence:

- A. Parental phone call to attendance office. 968-6210**
- B. Student obtains teacher signatures followed by a parent signature.
- C. Return completed form to a principal **two days prior to absence** and turn in completed work to your teachers.

CLASS	CURRENT GRADE	SIGNATURE	ASSIGNMENT
1			
2			
3			
4			

Regular attendance is important to a student's educational experience. Removing a student from regular attendance may impede his/her opportunity to learn required material. Please note, semester exams can only be taken during the three day exam period. Your signature below indicates your acknowledgment that you have been advised that this absence may impede your son's/daughter's opportunity to learn.

Parent Signature: _____