KETTLE MORaine 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.

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<th>CURRENT GRADE</th>
<th>SIGNATURE</th>
<th>ASSIGNMENT</th>
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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: ________________________________