

PREARRANGED ABSENCE FORM
St. Catherine of Siena School

A prearranged absence form is to be completed preferably a week prior to the anticipated absence. These forms originate in the school office and must be completely filled out before they are returned to the principal's office for his signature and type of absence to be recorded. The student(s) is/are responsible for making up any missed work during the absence. Make-up work needs to be completed as soon as possible after returning to school.

NAME: _____ GRADE: _____

DATES OF ANTICIPATED ABSENCE: _____

REASON FOR ABSENCE: _____

HOMEROOM TEACHER: _____

OTHER TEACHERS: _____

ABSENCE: _____ EXCUSED _____ UNEXCUSED

PRINCIPAL'S SIGNATURE: _____

COMMENTS: _____
