

**Pre-Arranged Absence Form**  
**Nauvoo-Colusa Junior High School**

Student Name: \_\_\_\_\_ Please Circle: A Day      B Day

Date: \_\_\_\_\_

\*If you are going to be gone for more than one day, you will need to fill out a form for each day absent.

**Reason for Absence:**

Family Vacation: \_\_\_\_\_

Field Trip: \_\_\_\_\_

Extra Curricular: \_\_\_\_\_

Appointment: \_\_\_\_\_

Other: \_\_\_\_\_

If the absence is a family vacation, principal must approve before the bottom of this form is completed. Request to principal must be made at least 48 hours before absence.

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand \_\_\_\_\_ is responsible for:

1. Informing his/her teachers of the absence
2. Making arrangements in advance for make-up work.
3. Returning this form with proper signatures at least by 3:00 p.m. the day before leaving.
4. Family Vacations should be taken before May 1<sup>st</sup> of each year.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class Period	Teacher's Signature	Class Assignment
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

Students are to be prearranged for only the time he/she will be absent for the field trip. If the field trip is for a half a day, then the prearranged will be for a half a day. If a field trip is cancelled after the student has prearranged for it, the student is to attend his/her regularly scheduled classes on the day of the planned trip. Students who choose not to go on a field trip are to attend regularly scheduled classes. Students who choose not to go to class when a field trip has been cancelled will be marked unexcused/truant with points assigned according to the student handbook.

Field Trip Supervising Teacher \_\_\_\_\_