



Student ID#: _____

TJHSST PRE-ARRANGED ABSENCE FORM

Student Name: _____ Grade: _____ Dates Absent: _____

Reason for Absence: _____ TJ-Related Activity: Y N

Students: you must bring this form to teachers of all missed classes and turn in the form to Mrs. Young in the Attendance Office at least two days prior to absence.

Teachers: Your signature means that you have been informed of the absence, not that you approve.

1st Period Teacher: Check all that apply <table border="1"><tr><td><input type="checkbox"/></td><td>See BlackBoard for assignments</td></tr><tr><td><input type="checkbox"/></td><td>Required to turn in assignments before absence</td></tr><tr><td><input type="checkbox"/></td><td>Arrange make-up assessment/lab</td></tr><tr><td><input type="checkbox"/></td><td>Talk with another student to share notes from class</td></tr></table> Additional Comments: Teacher Signature: _____	<input type="checkbox"/>	See BlackBoard for assignments	<input type="checkbox"/>	Required to turn in assignments before absence	<input type="checkbox"/>	Arrange make-up assessment/lab	<input type="checkbox"/>	Talk with another student to share notes from class	2nd Period Teacher: Check all that apply <table border="1"><tr><td><input type="checkbox"/></td><td>See BlackBoard for assignments</td></tr><tr><td><input type="checkbox"/></td><td>Required to turn in assignments before absence</td></tr><tr><td><input type="checkbox"/></td><td>Arrange make-up assessment/lab</td></tr><tr><td><input type="checkbox"/></td><td>Talk with another student to share notes from class</td></tr></table> Additional Comments: Teacher Signature: _____	<input type="checkbox"/>	See BlackBoard for assignments	<input type="checkbox"/>	Required to turn in assignments before absence	<input type="checkbox"/>	Arrange make-up assessment/lab	<input type="checkbox"/>	Talk with another student to share notes from class
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****Please staple parent note to this form. Administrator will not sign form without attached note.****

For Office Use Only:

Parent Note Attached: Y N

Administrator Signature: _____ Approval: PRE / PRX