

# North Springs Charter High School

## Request for Pre-Arranged Absence

NAME: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Date(s) Absent from School: \_\_\_\_\_

Teachers: Please sign below indicating you are aware of the student's upcoming excused absence pending approval by the principal. Upon approval, this absence will be coded into the system as A.

Period	Subject	Teacher's Signature
1st	_____	_____
2nd	_____	_____
3rd	_____	_____
4th	_____	_____
5th	_____	_____
6th	_____	_____
7th	_____	_____

\_\_\_\_\_  
Parent/Guardian Signature Date

### Approval by Principal

\_\_\_\_\_  
Signature Date

Students: Completed form must be returned to Attendance Office THREE DAYS PRIOR TO ABSENCE or absence will be considered UNEXCUSED.