



Heritage Christian Secondary Pre- Arranged Absence Form

Student Name: _____ Grade: _____

Date(s) of pre-arranged absence: _____

Reason for absence: _____

Parent Signature _____ Date _____

Student Signature _____

- Parents - Please sign and complete the top of this form
- Students: Please have each of your teachers fill it out and sign it
- Return it to the Main Office no later than one week prior to the absence

Note: The student is responsible to obtain assignments from each teacher and to turn them in by the assigned due date. Assigned work must be completed in advance unless other arrangements have been made with the individual teacher. If teachers receive less than one week's notice, they are under no obligation to accept work due, or give credit for tests assigned during the absence. A student will receive credit for completed work done during the absence, but no extra time will be given to accommodate vacations. Incompletes will be given only for extended illness.

Period	Class Assignments	Due Date	Teacher Signature
1			
2			
3			
4			
5			
6			
7			