

**WESTERN BOONE JR.-SR. HIGH SCHOOL
PRE-ARRANGED ABSENCE**

A student may know in advance that he/she will need to miss school. An example of this would be a trip with parents where the student must accompany them. In these cases, parents and the student must assume full responsibility for work missed.

In accepting this responsibility the student needs to:

1. Pick up a "Request for Pre-Arranged Absence" form from the Main Office as early as possible before the proposed absence and have the parent complete the "Parent Section" of the form.
2. Return completed form to the teachers for their signature.
3. The form is then sent to the principal's office for his signature.

PARENT SECTION

I request that my son or daughter _____
be granted permission to be absent from school for the following reasons:

on the following dates: _____

Parent Signature _____

Date _____

Teachers' Signatures _____

Principal's Signature _____