



GOLDENVIEW MIDDLE SCHOOL

APPLICATION FOR PRE-ARRANGED ABSENCE

To be completed at least three (3) days in advance by all students who wish to make arrangements to be absent from school.

TO PARENTS AND STUDENTS: One day of make-up privilege will be granted for each day of absence, up to a maximum of five school days, regardless of the length of the absence. If notification of a test was given before the absence, the student will be expected to take the test the day the student returns to school or at teacher convenience.

STEP 1: COMPLETE THE FOLLOWING:

NAME _____ GRADE _____

HOME ADDRESS _____ PHONE _____

PROPOSED DATES OF ABSENCE _____ THRU _____

REASON FOR ABSENCE _____

STEP 2: LIST SCHEDULE AND HAVE TEACHERS COMPLETE AND SIGN

SUBJECT	GRADE	TEACHER	COMMENTS AND ASSIGNMENTS
1.			
2.			
3.			
4.			
5.			
6.			
7.			

STEP 3: PARENT/GUARDIAN APPROVAL

I give authorization and have seen the above and know what my child needs to complete:

Parent/ Guardian signature Date

STEP 4: SUBMIT APPLICATION TO THE FRONT COUNTER IN THE MAIN OFFICE
