

Mirror Lake Middle School Prearranged Absence

To be completed at least three (3) days in advance by a student wanting homework for an absence from school of five (5) to ten (10) days.

Step 1: Complete the following information.

Name _____ Grade _____

Home Phone _____

First day of absence _____ Last day of
absence _____

Reason for
absence _____
_____.

Step 2: Student secures comments and specific course work assignments from teachers per attached schedule.

Step 3: We, student and parent, do hereby accept the conditions under which this prearranged absence is granted.

Student's Signature

Parent's Signature

Step 4: Student will return completed form with homework assignments to the office BEFORE student's absence begins. Attendance will make a copy of the form and return original homework sheet to the student.

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 he/she returns to school.

Period 1: Subject _____

Period 2: Subject _____

Period 3: Subject _____

Period 4: Subject _____

Period 5: Subject _____

Period 6: Subject _____

Period 7: Subject _____
