

Otho E. Stuart Middle School

Excellence for Everyone, Every Day.

Pre-arranged Absence Form

To be used for extended absences of three or more days.

Student Name: _____

Grade: _____

Dates of absence: From _____

Through: _____

Reason for absence:

Legal Guardian Signature: _____

- Student is responsible for completing this form and returning it to the attendance office one week prior to the scheduled absence.
- Student is responsible for all missed assignments.
- Homework may be available online in Infinite Campus or on the teacher's web page.

Prior to leaving, have you:

- Spoken to your teacher?
- Checked Infinite Campus for your grades?
- Arranged to make up any homework? (See other side)
- Completed the above Reason for Absence?
- Received administrator approval



Pre-arranged assignments

Class	Teachers Signature	Assignments due on	Comments	*Assignments*	Current grade

* Note: Depending on the circumstances, teachers may or may not be able to provide students with make-up work. Please see an administrator if you need clarification.*