



# Father McGivney Catholic High School

## Pre-Arranged Absence Notification Form

Pre-arranged absences may be granted for family trips, other appointments, vacations, extended vacations, non-school sponsored athletic contests, etc. Therefore, with the exception of **absences other than medical, dentists, funerals, and family emergencies**, notice must be made in writing and verbally five (5) school days in advance of the absence. **Failure to pre-arrange the absence will result in an unexcused absence(s)**. Prearranged absences are not allowed during semester exams. Arrangements must be made with the attendance office and a pre-arranged form must be completed. The students have the responsibility for securing each teacher's signature and completing all class work as the teacher requires BEFORE the date of absence. This could be before the absence. **Failure to pre-arrange an absence will result in an unexcused absence with 50% maximum credit. For questions, please call the school office at 618-855-9010.**

Date Received: \_\_\_\_\_

Date Returned: \_\_\_\_\_

The request for \_\_\_\_\_ to be absent from school on \_\_\_\_\_ has been approved as a pre-arranged absence.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Reason for Absence:

Each teacher must be shown this letter one week (5 school days) before the first day of the absence. The student must work with his/her individual teachers for assignment requirements. Each teacher must sign this notification at the bottom to indicate that he/she was notified.

The student requesting the absence must return this letter before the pre-arranged absence occurs (after teachers have signed it) to the office one week (5 school days before the first day of the absence or the absence will not be excused.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

Teachers Signatures:

Date:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

Early Bird \_\_\_\_\_

\_\_\_\_\_