

**PREARRANGED ABSENCE FORM**  
**St. Catherine of Siena School**

A prearranged absence form is to be completed preferably a week prior to the anticipated absence. These forms originate in the school office and must be completely filled out before they are returned to the principal's office for his signature and type of absence to be recorded. The student(s) is/are responsible for making up any missed work during the absence. Make-up work needs to be completed as soon as possible after returning to school.

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

DATES OF ANTICIPATED ABSENCE: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

\_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_

OTHER TEACHERS: \_\_\_\_\_

\_\_\_\_\_

ABSENCE: \_\_\_\_\_ EXCUSED \_\_\_\_\_ UNEXCUSED

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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