WESTSIDE CHRISTIAN HIGH SCHOOL

PRE-ARRANGED ABSENCE FORM

1. The student is to fill out their name, date of absence, and reason for absence boxes.
2. The student must have the form signed by all of his/her teachers.
3. Once each of the student's teachers has signed the form, he/she then must have a parent/guardian sign.
4. **After steps 1 thru 3 have been completed, the student must return this form to the office before the date of absence.**

Student's name:	Date of absence:
Reason for absence:	Parent Signature: (after all teachers have signed)

Class Title	Assignments	Teacher's Comments	Signature
Period 1:			
Period 2:			
Period 3:			
Period 4:			
Period 5			
Period 6:			
Period 7:			

(Administration Approval) _____