

**Indian Trail High School & Academy**  
**Request for Pre-Arranged Absence**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Grade \_\_\_\_\_

The parent(s) / guardian(s) of the above student are planning for him/her to be absent from school for \_\_\_\_\_ day(s), from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

*The securing and execution of this form is the responsibility of the student.*

The wisdom of your missing school at this time depends largely on your progress in your classes. To determine if your teachers feel that you can afford to be gone, please do the following:

- Present this form to each of your teachers.
- Ask them to indicate your grade in their class and their opinion of your missing school.
- Discuss getting your homework prior to your absence to work on while you are out of school.
- Return this completed form to the Attendance Office no more than **5 days prior** to your absence.

Subject	Current Grade	Can this student afford the planned absence?	Homework given prior to absence?	Teacher Signature	Teacher Comments

Parent /Guardian Signature (or attach note) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Counselor \_\_\_\_\_ Date \_\_\_\_\_  
 (Required if absence is discouraged by 2 or more teachers)

Signature of VP or Principal \_\_\_\_\_ Date \_\_\_\_\_  
 (Required if absence falls on an exam day)