

## Traverse City West Senior High School Pre-Arranged Absence Request Form

Parents/guardians are urged to plan vacations to coincide with school vacations whenever possible. Requests for exceptions to this practice for a family trip may be approved, but parents/guardians should realize that the student's grade might be affected. Class activity missed often cannot be made up completely. Absences for a trip must be pre-arranged with this form signed by all teachers, neighborhood office administrator and parent/guardian.

**This completed request form must be returned to the Neighborhood Office prior to the absence.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Dates Absent \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Period	Subject	Teacher Signature*	Teacher Comments
0			
1			
2			
3			
4			
5			

\*Teacher's signature indicates that the teacher has been contacted.

**Parent/Guardian Signature:**

\_\_\_\_\_ **Date** \_\_\_\_\_

Indicates that you have read the Teacher and/or Neighborhood Office comments. Please notify your student's Neighborhood Office if you change your plans.

**Neighborhood Office Administrator Signature:**

\_\_\_\_\_ **Date** \_\_\_\_\_

Administrator Comments:

\_\_\_\_\_  
\_\_\_\_\_