



# PRE-ARRANGED ABSENCE FORM

*Questions? Please see the CAA Handbook Attendance Policy.*

Name \_\_\_\_\_  
FIRST LAST

Date(s) of Absence \_\_\_\_\_  
BEGINNING ENDING

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*The above information must be completed before presenting the form to your teachers for approval.*

Class	Comments	Teachers Signature

*All the information above must be completed before turning into the Main Office.*

## FOR OFFICE USE ONLY

Admin Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Unexcused

☐ Excused

☐ Recorded

Notes \_\_\_\_\_