



Pre-Arranged Absence Form

This form must be completed at least one week in advance, by the Head of School and the student's teachers, prior to the scheduled absence. The Head of School will have final determination of whether the absence will be marked excused or unexcused. Absences determined to be "Against Educational Advice" are still considered excused.

Student Name: _____ Grade Level: _____
Date(s) of Absence: _____ to: _____
Reason for Absence: _____

I understand that the completion of schoolwork is my responsibility and I must submit my work according to the time schedule set by each teacher.

Student Signature

Head of School Approval

	Excused	Unexcused	Against Educational Advice
Absence Determination:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Head of School Signature

Once this form has been completed by the student and approved by the Head of School, the student's teachers will be emailed a copy. If teachers have work for the student to complete during his/her absence, the teacher will email the student directly with instructions.

Please email signed PDF to frontdesk@westsoundacademy.org.