



# SPRINGWOOD SCHOOL

*Educating for Today, Tomorrow, and Eternity*

## Pre-Arranged Absence Form

**Today's Date** \_\_\_\_\_  
Request should be initiated upon return to school following an absence.

Student \_\_\_\_\_ Grade \_\_\_\_\_  
(Please print)

Day of Week	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason:

- \_\_\_\_\_ Sickness (Verification from a doctor may be needed.)
- \_\_\_\_\_ Serious illness or death in the immediate family
- \_\_\_\_\_ Religious/church-sponsored event
- \_\_\_\_\_ Medical appointment (Every effort should be made to schedule appointments during hours when school is not in session. Please include note from medical office with this form.)
- \_\_\_\_\_ College visitation day(s) for juniors and seniors (A note is required from the college's admissions office verifying official campus visit; maximum 3 per year to be taken by May 1.)
- \_\_\_\_\_ Other (please provide reason) \_\_\_\_\_

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Administrator's Signature**

- When the front of this form is completed, the student should return it to the office. A copy will be maintained in the office and the original will be returned to the student.
- As a courtesy to the student, the reverse of this form has space to record homework assignments and make-up test dates and obtain a teacher signature for each class.
- Please review the Parent-Student Handbook section on absences.

# Make-Up Plan

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

Subject: \_\_\_\_\_ Assignments: \_\_\_\_\_

\_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_