



North High School - Pre-Arranged Absence Form

Policy and Request for Homework for absences more than two days.

- 1. Parents and Students are requested to complete this form at least seven days in advance of the absence. A copy will be returned to the student.
- 2. Students will be expected to obtain each teacher's signature and an outline for homework to be completed (if not in Canvas).
- 3. Homework: All must be completed and should be returned to the teacher on the day of the return from the absence, unless otherwise directed by the instructor.
- 4. Summatives: The instructor and the student will make a plan for makeup of missed summatives/assessments.
- 5. If traveling out of the country, a tech ticket needs to be submitted so students can access Canvas, etc. Please see school counselor for help with this request.

Date of Request:			
Name of Student:			Name of Parent/Guardian:
Student Signature:			Parent/Guardian Signature:
Date of Proposed Absence: From to			School Counselor Signature:
Reason:			Administration Signature:
Class/Period	Teacher Signature	Homework / Assignment Plan	