



BISHOP DWENGER HIGH SCHOOL

Pre-Arranged Absence Form

Return the completed form to the Attendance Office at least **one (1) week** in advance.

Student Name (print): _____ Grade: _____

Dates student will miss: _____

Reason for absence: _____

The absence(s) will be reviewed by the Administration. Based on the attendance policy, the absence(s) will be coded appropriately in Power School. Please review the attendance policy for a list of absences that may be excused and those that are unexcused, as well as the consequences for unexcused absences in the parent/student handbook. If you have any questions, please contact the Attendance Office at 260-496-4719 or email attendance@bishopdwenger.com.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Attendance/Administration Use in the Box

Date Form Received in Attendance Office: _____

Attendance Code: _____

Additional Comments: _____

Administration Signature: _____

Entered in Power School: _____

Teacher's Notified: _____

Period 1: _____

Period 5: _____

Period 2: _____

Period 6: _____

Period 3: _____

Period 7: _____

Period 4: _____