



Bishop Dwenger High School Pre-Arranged Absence Form



(Return completed form to the Attendance Office at *least two (2) weeks* in advance.)

Student Name: _____ Grade Level _____

Dates student will miss _____

Reason for absence _____

The absence(s) will be reviewed by 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. If you have questions, please feel free to call the Attendance Office.

Parent Signature: _____ Student Signature _____

Attendance/Administrative use below this line

Date Request Received: _____

Number of Excused Absences Prior: _____ Number of Unexcused Absences Prior: _____

Grades: Per 1 _____ Per 2 _____ Per 3 _____ Per 4 _____ Per 5 _____ Per 6 _____ Per 7 _____

Attendance Code(s): _____

Administrator Signature: _____

Comments: _____

Teachers Notified: _____ Entered in PS: _____