

NorthPointe Christian Middle School Pre-Arranged Absence Form

NAME: _____ GRADE: _____

ABSENT START DATE: _____ RETURN DATE: _____

REASON: _____

1st Period Assignments: _____ *Teacher Initials*

2nd Period Assignments: _____ *Teacher Initials*

3rd Period Assignments: _____ *Teacher Initials*

4th Period Assignments: _____ *Teacher Initials*

5th Period Assignments: _____ *Teacher Initials*

6th Period Assignments: _____ *Teacher Initials*

7th Period Assignments: _____ *Teacher Initials*

Student Signature

Parent/Guardian Signature

Middle School Principal Signature

Returned to MS Office completed before leaving

PRE-ARRANGED ABSENCE: Students who know they will be absent should make arrangements prior to the absence. Parents should notify the office preferably a few days prior to the absence. In addition, they need to obtain and fill out a “**Middle School Pre-Arranged Absence Form.**” This form must be filled out and signed by: each of their 7 Period Teachers, Parent/Guardian, Student, and Middle School Principal. These need to be returned to the Middle School Office prior to the student departing. The communication regarding the specifics of missed work may be done by email between the parent, student, and faculty staff.

Please ask for a copy to take with you when completed. It is the responsibility of the student to do all assigned work while they were gone. Refer to the Student Handbook for the policy on all absences.