

Pre-Arranged Absence Form

Edina High School
2021-2022



This form only needs to be filled out for absences of **3 or more days**. Absences of 1 or 2 days can be excused by submitting dates into Infinite Campus through the Parent Portal, or by calling the attendance line at (952) 848-3802.

Student Name: _____ Parent/Guardian Name: _____

ID#: _____ Grade: _____ Parent Phone Number(s): Cell (____) _____ - _____ Home(____) _____ - _____

Date(s) of Absence: * _____ through * _____

*Leaving midday at: _____ AM/PM
(if applicable)

*Returning midday at: _____ AM/PM
(if applicable)

Check one box below: *Please supplement this form with a short written explanation.*

- ☐ Athletic Event
- ☐ College Visit
- ☐ Medical Reason
- ☐ Personal Matter / Family Vacation
- ☐ Religious Observance
- ☐ Significant Educational Opportunity

- Students who incur nine “limited excused” and/or “unexcused” absences in any given semester will be placed on an attendance contract. (Pre-arranged absences and College Visits fall under the “limited excused” category.) Students reaching ten absences in any course in a single semester may receive no credit for that course and be placed in a study hall.
- Students are responsible for contacting each teacher and making arrangements for make-up work before turning the form into the office. **Teachers are under no obligation to allow make up work or tests if a student does not make arrangements prior to their absence.**
- This form must be completed and **turned in at least 5 days prior to the departure.** **Teachers are under no obligation to sign this form after the five school days, which will result in “Unexcused” absence markings in those periods.**

I have read and understand the conditions listed above:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ADMINISTRATOR Signature: _____ (FOR OFFICE USE ONLY)

The student listed above has made prior arrangements with me regarding his/her upcoming absence(s).
He/she understands the expectations and due dates for any make-up assignments.

TEACHER SIGNATURES REQUIRED

1st Hour: _____

2nd Hour: _____

3rd Hour: _____

4th Hour: _____

5th Hour: _____

6th Hour: _____

7th Hour: _____