



## Chiles High School Pre- Arranged Absence Form

Return this completed form to the Attendance Office at least **seven (7) days BEFORE** the absence.  
Students are not allowed to interrupt class to obtain signatures.

Student Name (print) \_\_\_\_\_

Grade: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Education Benefit of Absence(s) – Required if not a medical reason; Attach documentation if necessary.

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<u>Class Grade</u>	<u>Teacher Signature</u>	<u>Assignment(s)</u>
1st _____	_____	_____
2nd _____	_____	_____
3rd _____	_____	_____
4th _____	_____	_____
5th _____	_____	_____
6th _____	_____	_____
7th _____	_____	_____

Per educational policy, I am aware that students are expected to be in school for 180 days. In order to be eligible to receive credit, a student must meet course requirements and be present 135 hours for a year's course (67.5 hours for a semester course) or demonstrate mastery of the course performance standards for the defined course. **Therefore, students with unexcused absences totaling 10 or more per semester must earn a passing grade on the semester exam in order to be eligible to receive credit in the class. By signing this, I affirm that I have read the LCS Attendance policy and understand the acceptable reason(s) for an excused absence.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Cell Number: \_\_\_\_\_

**Return completed form to the Attendance Office within seven (7) days prior to the absence(s).**

- Request Approved ☐
- Additional documentation required to support excusing absence ☐
- \* Request Denied (parent will be notified) ☐

Assistant Principal of Attendance signature or their proxy: \_\_\_\_\_ Date: \_\_\_\_\_