



Pre- Arranged Absence Form

Student's Legal Name (print) : _____ Grade: _____

Date(s) of absence(s): _____ Period(s) missed: _____

Reason for absence(s): _____

Educational benefit of absence(s) [Required if not medical reason] : _____

<u>Period</u>	<u>Teacher's Signature</u>	<u>Assignment(s)</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

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.

Parent/Guardian Signature: _____ Date: _____

Parent / Guardian cell phone number: _____

Return Completed Form to the Attendance Department within three days prior known absence(s).

- Request Approved
- Essay required to support excusing absence
- * Request Denied (parent will be notified)

Assistant Principal of Attendance signature: _____ Date: _____

Lawton Chiles High School - 7200 Lawton Chiles Lane, Tallahassee, Florida 32312 **School Phone:** 850-488-1756

[Visit our attendance page under the "Departments" section on the Chiles website for policies and forms.](#)