

# Form

## Fishers and Hamilton Southeastern High Schools Permission Slip for Pre-Arranged Absence

**ALL PRE-ARRANGED ABSENCES MUST BE ADMINISTRATIVELY APPROVED BEFORE YOU SIGN**

**FACULTY:** Before teacher signs, parent/guardian and school official's signature is required. This form is for student personal absences. When you sign it, you indicate to the parent that the student has notified you of his/her intended absence and that he/she will obtain and complete missed assignments. No excused pre-arranged absences are granted during the last week of any semester, or when a student has accumulated eight (8) absences in any class in a given semester, or when the requested days would exceed that number. Absences are recorded by class period.

**NOTE TO STUDENT:** AFTER PARENT/GUARDIAN SIGNATURE, PLEASE FORWARD FORM TO ATTENDANCE OFFICE FOR SCHOOL OFFICIAL'S SIGNATURE. THIS HAS TO BE DONE BEFORE OBTAINING TEACHERS' SIGNATURES AND ASSIGNMENTS.

**PARENTS:** For a personal absence over two consecutive days, the parent is required to come to school and sign this form prior to giving the form to the student. The student should return the completed form to the attendance office. The attendance office requires 2 days notice prior to a pre-arranged absence.

PERIOD	SUBJECT	TEACHER SIGNATURE

**IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN ASSIGNMENTS FROM TEACHERS AND RETURN THE COMPLETED ASSIGNMENT UPON RETURN TO SCHOOL.**

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

NATURE OF ABSENCE \_\_\_\_\_

DATE(S) OF ABSENCE \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date Form Issued