



# Heritage Christian Academy

## Secondary Pre-Arranged Absence Form

**STEP 1: PARENTS-** Please sign the section below:

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date(s) of Pre-Arranged Absence: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**STEP 2: STUDENTS-** Please have each of your teachers fill out and sign in the table below:

| Period | Class Assignments | Due Dates | Teacher Signature |
|--------|-------------------|-----------|-------------------|
| 1      |                   |           |                   |
| 2      |                   |           |                   |
| 3      |                   |           |                   |
| 4      |                   |           |                   |
| 5      |                   |           |                   |
| 6      |                   |           |                   |
| 7      |                   |           |                   |

**STEP 3: RETURN** to Mrs. Dickinson at least ONE WEEK prior to absence.