

Park High School Pre-Arranged Absence

Student _____ Dates of Absence _____

As stated in the Park High School Parent/Student Handbook, absences for a family trip/vacation should be pre-arranged. Parents/Guardians should send written notice to the Attendance Office at least two weeks in advance of the absence.

Parents/Guardians, please check your student's academic standing on Infinite Campus through the Parent Portal and consider the consequences that an extended absence may have on your student's grades.

Your student will take this form to his/her teachers to notify them of the impending absence. Teachers will provide the student with assignments due during the absence and students will have the work completed upon their return to school. Students will be responsible for making up any tests, quizzes or other activities that were missed during their absence.

Teachers will fill out their portion of the form. The student and parent will also sign the form before it is returned to the Attendance Office.

Period	Subject	Teacher's Comments	Teacher's Signature	Date
0				
1				
2				
3				
4				
5				
6				

Student's Signature

Date

Parent/Guardian Signature

Date

Administrator

Date