HOOVER HIGH SCHOOL PRE-ARRANGED ABSENCE FORM

In order to be valid, this form must be completed and returned to the attendance office at least three (3) school days prior to absence.

Instructions for completing this form: (Please follow these steps in order)

Step 1:	Student	a) Complete the "student information" and the shaded "Period/Subject/Teacher" sections				
		b) Attach a signed parent note stating reason for absence.				
		c) Take form to teachers to sign				
Step 2:	Teachers	List the work the student will miss during the absence(s) and estimate current grade. Give				
		form to student to take to administrator after all teachers have completed their sections.				
Step 3:	Administrator	Mark excused or unexcused based on current year's attendance, grades, and reason for				
		absence.				
Step 4:	Student	b) If absence is excused, keep bottom half of form for assignments, and return top half to				
		Attendance Desk no later than three (3) school days prior to the absence(s).				

Student information: Student Name (Please PRINT)	Grade				
Date(s) of absence(s)	Friday, February 28, 2014 - Early Check Out Hoover Boys Lacrosse Game in Chattanooga, TN				
Reason for Absence(s)					
Administrator's Signature	Determination of Absence:ExcusedUnexcused				
Comments: My son is a member of	f the Hoover Boys Lacrosse team, and requests early check out on 2/28/14 for travel to out of state game				

SCHEDULE / ASSIGNMENTS

Period	Subject	Teacher	Current	Assignments/Comments	Teacher
			Grade		Initials
5th					
6th					
7th					