POTOMAC FALLS HIGH SCHOOL
REQUEST FOR PRE-ARRANGED ABSENCE

DEFINITION: A pre-arranged absence is one which is authorized by the parent or guardian by completion of a Pre-Arranged Absence form. Class periods or school days missed can never be fully recovered. The school's obligation is to encourage good attendance and inform the student and family of the anticipated consequences of absence for personal or family business. The school encourages scheduling these activities at times which will not require absence from school.

A MINIMUM TIME PERIOD OF ONE WEEK IS REQUIRED

PARENT'S SECTION: (TO BE COMPLETED BEFORE PRESENTATION TO TEACHERS).

Student's name: _____ Grade:____ Current # of Absences:_____

Parent's name: _____ Dates of Absence:_____

Reason for Proposed Absence:_____

_____ _____ _____ _____
Parent's signature Home Phone W or C Phone Date

Period	Class	Comments	Teacher Acknowledgement

Teacher's comments should include a student's approximate grade, a brief summary of work which will be missed, especially major tests, and an opinion as to the desirability of the absence. A teacher's signature does not indicate approval of the absence.

Approve:_____ Disapprove:_____

Dr. Brandon Wolfe's signature: _____