



MOUNT MADONNA SCHOOL

# PRE-ARRANGED ABSENCE REQUEST

On the reverse side of this cover sheet is the *Prearranged Absence Request Form*. In order to have to have your absence from school prearranged, you must follow, in sequence, the steps listed below. Failure to follow the prescribed procedure listed will result in your absence being unexcused.

All the steps below must be completed 1 week prior to the prearranged absence:

1. Obtain the *Prearranged Absence Request Form* from the attendance Office.
2. Take the form home and have a parent/guardian complete the top half of the form.
3. Have a parent/guardian sign the form.
4. Return the form to school and take it to each of your teachers to complete. Once this is completed, take the form to your school director to sign the Prearranged Absence Request Form. At this time your request may or may not be granted.
5. Upon completion, return the form to the Main Office.
6. The registrar will retain the top half for the school record and return the bottom half, with assignments, to you.
7. You have now successfully completed all of the steps needed for your absence from school to be prearranged.

Thank you for your cooperation.