



2023-2024

Prearranged Absence Form

(Complete this form at least two days prior to the absence)

Student's First & Last Name (*print*): _____

Grade (*circle*): K 1 2 3 4 5 6 7 8 9 10 11 12

Date(s) of Absence: _____

Reason for Absence (*please be specific*): _____

Parent's/Guardian's Name (*print*): _____

Parent's/Guardian's Signature: _____ Date: _____

For the Parent/Guardian:

By my signature above, I am hereby notifying Redlands Adventist Academy that my student will be absent from school, under parental custody, on the dates and for the purpose listed above.

- I understand that the student is fully responsible for any work missed in class, and that all absences are subject to the school attendance policy. Prearranging an absence does not necessarily make the absence an excused absence.
- I understand that the teachers may not be able to provide make-up work ahead of time.
- Prearranging the absence does ensure that, upon their return, students will be allowed to make up their work.
- If a high school student receives 14 or more absences during the semester in any class period, he/she may not receive credit for the course.**

For Students (Grades 7-12):

Please take this form to each of your teachers to discuss expectations for how and when work missed while absent will be completed. Each teacher must sign this form. Once completed (*by student, parent/guardian and teachers*), submit the form to the School Office (*at least two days prior to absence*).

Period	Class	Make-up/Remarks	Teacher Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

OFFICE USE ONLY			
<input type="checkbox"/> PAU (<i>Prearranged Absence Unexcused</i>)		<input type="checkbox"/> PAE (<i>Prearranged Absence Excused</i>)	
Administrator's Signature:		Date:	
Entered in FACTS by:		Date:	