



BLESSED TRINITY CATHOLIC SCHOOL

Pre-Arranged Absence Form

If your student will be absent for 3 or more consecutive days for a reason other than a short-lived illness (a family trip, surgery or funeral for example), you must complete a pre-arranged absence form. This form must be turned in to the school office 1 week prior to the absence.

Requests for pre-arranged absences will not be granted during standardized testing windows. Please see the school calendar (available on the school website) for those testing windows.

Student Name _____ Homeroom _____

Dates of Absence: From _____ To _____

Explanation for absence: _____

No teacher is to sign this request if no explanation is given!

Subject	Grade	Teacher's Initials	Comments (required of non approval)
Religion			
Mathematics			
Science			
Social Studies			
ELA			
Specials			

Parent's Signature _____ Date _____

Official Use Only	
Administration Approval _____	Date _____