

Prearranged Absence Form

Liberty High School

Students who know they are going to be absent from classes in advance for activities such as a college visit, family trip, etc. must complete this form. Failure to submit this form for approval prior to the date of the trip will result in the issuance of an unexcused absence for days missed. All work missed because of the prearranged absence is due the day the student returns to school. Students may request a total of four (4) college visit days of their last two years of high school. College verification procedures (see Student Handbook) must be followed for student's absence to be counted as a field trip.

Name of Student: _____ Grade: _____

Date and Reason for Absence: _____

**Parent Signature: _____

Each teacher must sign and verify they were informed and approve the date of absence. Return this form to the office for administrative approval.

Periods

Teacher Signature

Period 1	_____
Period 2	_____
Period 3	_____
Period 4	_____
Period 5	_____
Period 6	_____
Period 7	_____
Period 8	_____

**Principal Signature _____ Date: _____

_____ Approved

_____ Not Approved