



ESCONDIDO ADVENTIST ACADEMY

High School Pre-Arranged Absence Form

According to the EAA Attendance Policy approved by our school board, there are four reasons a student's absence from school is automatically excused. They are:

- illness of the student
- death in the immediate family
- unavoidable medical or dental appointment
- mandatory court appearance

Because we are aware that there may be times when a student must be absent for reasons other than those stated as above, we have provided for a pre-arranged absence form to be filled out.

This form must be filled out and returned to the registrar's office at least *one week* prior to the absence in order for the absence to be excused. *Any absences that are not legally excusable or have not been pre-arranged will be considered unexcused absences.*

Students will be responsible for all information given in class and class work assigned during the pre-arranged absence. When possible, arrangements should be made to complete work ahead of time. All other work missed must be completed either during the absence or after the student returns. ***It is the student's responsibility to make arrangements with the teachers for their assignments.***

Please fill out the information below and bring this form in to the registrar's office at least one week prior to the planned absence.

Student Name: _____ Date Submitted: _____

Date(s) of absence: _____ to _____

Reason for absence: _____

Student Signature

Date

Parent Signature

Date

Registrar Signature

Date