

PREARRANGED ABSENCE FORM
McMurray Middle School

Greg Allison, Principal

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Use this form to prearrange all planned absences except medical/dental appointments and religious holidays.

- This form must be signed by a parent/guardian and submitted to the office **at least three school days prior** to the first day of absence.
- Administration will determine whether an absence is excused or unexcused. Students will have teachers initial the form AFTER the absence is approved by an administrator. Assignment information is for the student to take home.
- Please be aware of Washington's compulsory attendance law and VISD's policy regarding unexcused and excessive excused absences. Missing an extended amount of class time for any reason may impact learning, achievement and grades.

Student Name:	Date Submitted:
Date(s) of Absence	Reason for Absence:
Parent Name (printed)	Parent Signature
SCHOOL USE ONLY	
Absence is: Excused _____	Unexcused _____
Principal Comments:	
Principal Signature:	
Assignments	Teacher Initials
1st Period	
2nd Period	
3rd Period	
4th Period	
5th Period	
6th Period	
Homeroom	