

GROSSE POINTE SOUTH HIGH SCHOOL

Attendance Office

PRE-ARRANGED ABSENCE FORM

This form should be utilized if absences beyond the school-scheduled vacation period become necessary, or for pre-arranged medical absences, prior to a student absence. ***In order to have your request approved, you must email or meet with the principal in order to explain the circumstances of the absence.***

Name of student: _____ Number of days requested: _____

Dates of absences: _____ to _____

Reason for absence: Medical Vacation Other

| Period | Class | Current Grade | Teacher Signature (Teacher signature acknowledges request) |
|--------|-------|---------------|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |

Please have a parent call (313) 432-3501 to verify these absences. If you feel they should be exempt from the cap of 10, please submit a letter to your assistant principal as soon as possible, prior to the absences.

If these absences are due to medical reasons, please submit a note from your doctor. Your doctor can also fax the note to our office (313) 432-3502

If this process is not followed, teachers are not obligated to allow a student to make up missed work. If this procedure is followed, students have the opportunity to complete assignments and make up tests, but teachers are under no obligation to provide extra help after vacations. Students have 3 days to make up assignments and tests after the return. If assignments and tests are not completed within 3 days, a failing grade for the test or assignment may be given.

Absences excused absence unexcused

If excused, absences will count against cap 10 Absences will not count against cap 10

Principal signature: _____

The decision of the building principal is final and cannot be appealed.

Cc: Student file