



Knoxville Adventist School

Absence Excuse Note & Prearranged Absence Request Form

Student Name(s): _____ Grade(s) _____ Absence Date(s) _____

Explanation: _____

- It is the student's/parent's responsibility to contact teachers for missing work/assignments. Assignments are to be completed and submitted to the teacher within the same number of days after the absence as the number of days approved (i.e. two(2) days absent, assignments are due the second day of return).
- Students will **not** be allowed to make up work for unexcused absences.
- No prearranged absences will be granted during test time or finals.
- Legally excused absences are those allowed by the state for illness, death of immediate family member, or medical/dental appointments which **cannot** be arranged outside of school day.

Parent/Guardian Signature

Date Submitted

This portion of the form is to be used by the student's family to submit a prearranged absence request.
An approved request permits the absence to be classified as excused.
This box must be completed in order to be approved.

Please obtain teachers' signatures of classes that will be missed during this prearranged absence.			
Date Signed	Teacher's Signature	Homeroom or Class to be Missed	Teacher Comment

 *****For Office Use Only*****

Notification was made by: Parent Note Phone Email Text Other: _____

Absence Excused Absence Unexcused Prearranged Absence Approved Prearranged Absence Denied

Administration Signature

Date Approved

RenWeb Entry

Teacher Notified