



Where young people grow and thrive



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## **Pre-Arranged Absence - Teacher Notification Form:**

Name: \_\_\_\_\_ Dates of absence: \_\_\_\_\_

Class	Assignment Location & Materials Needed	Initials
1st Hour		
2nd Hour		
3rd Hour		
4th Hour		
5th Hour		
6th Hour		
7th Hour		

**All pre-arranged absence teacher notification forms must be verified two (2) days in advance by the appropriate administrator.**

*Signature of Dean of Students:* \_\_\_\_\_