

**LARAMIE JUNIOR HIGH SCHOOL**  
**LARAMIE, WYOMING**  
**PRE-ARRANGED ABSENCE**

**PHILOSOPHY:** The staff at Laramie Junior High School recognizes that sometimes the time a student spends with his family traveling, hunting, fishing, or visiting is more socially and educationally valuable than that same time spent in the classroom. However, the staff also believes that classroom attendance is very important and absences should be kept to a minimum.

- DIRECTIONS:**
1. Bring a note signed by a parent stating the dates and the reason for the absence. This note must be in the attendance office three days prior to the absence. Phone calls will not be accepted.
  2. Present this form, with the note attached, to each of your teachers.
  3. All teachers are to write down work that should be completed before the date stated. Teachers will then initial when arrangements have been made or work has been completed.
  4. Return the completed form to the Attendance Office prior to the absence. All teachers will have to initial this form! If it is not verified prior to the absence then the absence will be unexcused.

- TEACHERS:**
1. Make sure this form has a parent note attached.
  2. Write down work that is to be done prior to the absence.
  3. Initial when arrangements have been made or the work has been completed. The pre-arrange cannot be excused without all teachers' initials.
  4. Comment if you think the student cannot afford to be absent for the stated time and explain "why".

- PARENTS:**
1. Write and sign a note explaining the reason for the absence and the date involved. This note will be accepted only three days or more prior to the absence.
  2. Be sure that your child returns this form to the Attendance Office before the absence.

PERIOD	CLASS AND TEACHER	WORK TO BE COMPLETED	TEACHER INITIALS
1			
2			
3			
4			
5			
6			
7			
8			

**Sample Only**

The parent of \_\_\_\_\_ has requested that he/she miss school for the following dates \_\_\_\_\_. Approved by the Attendance Office \_\_\_\_\_.