

# Bishop Moore Catholic High School

## Request for Pre-Arranged Absence

This form must be completed in its entirety to request a Pre-Arranged Absence and be presented, in person, to the Student Services Office at least 3 school days prior to the date of the requested absence. A student's academic standing and attendance record will be taken into account when considering a request for a pre-arranged absence from school. For additional information, please refer to the Attendance Policy within the Student Handbook.

*\*Pre-Arranged absences during exam periods (Midterms and Finals) are strongly discouraged and require Administrative approval.\**

I understand the absence(s) may not be considered excused if it is not one of the following approved reasons, per Florida Law:

- Illness/Injury
- Death in the family
- Religious observation
- Documented doctor visit
- Court appointment/requirement
- College visit

Student's Name: \_\_\_\_\_

Grade: 9 10 11 12

Parent's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date(s) of absence: \_\_\_\_\_

Date of Return to school: \_\_\_\_\_

Please provide a detailed explanation for your request **AND** submit appropriate supporting documentation.

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Signature of Student: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

*\*Please note: Submission of "Request for Pre-Arranged Absence" form does not ensure the absence will be excused, rather it is a way of notifying BMCHS prior to the absence.*

*\*\*Personal travel (i.e., family vacations) during the school year are not excused absences.*

This Absence is:

- Approved as Excused Absence for \_\_\_\_\_ school days**
- Student will be provided with BMCHS Pre-Arranged Absence form to arrange make-up school work with teachers
- Not Approved as Excused Absence**
- Date(s) of absence will be documented as Unexcused Absence; Student will not be provided with the opportunity to make-up school work
- Other**
- Requires Approval of Administration \_\_\_\_\_

\_\_\_\_\_  
Signature of Dean of Students

VIRTUS ET SCIENTIA



\_\_\_\_\_  
Date

VIRTUE & KNOWLEDGE