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.

__________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________

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

VIRTUE & KNOWLEDGE

Date

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