



This form must be completed in its entirety to request a Pre-Arranged Absence and be presented, in person, to the Attendance 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 BMC 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 is responsible to arrange make-up work and to check their Schoology account.
- Not Approved as Excused Absence**
 - Student is responsible to arrange make-up work and to check their Schoology account.
- Other**
 - Requires Approval of Administration _____

Signature of Dean of Students

Date