

**The Northwest School  
PRE-ARRANGED ABSENCE FORM**

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

DATE(S) ABSENT \_\_\_\_\_  ALL DAY or  PART DAY (TIMES ABSENT \_\_\_\_\_)

PURPOSE OF ABSENCE: \_\_\_\_\_

The student is responsible for arranging with each teacher how their missed work will be handled and what will be done to provide for continuity in classes missed.

The student should complete this form, contact his/her advisor to arrange a conference, obtain the signatures indicated and *turn this form back into the main office*. The student can also make a copy at this time for his/her own use.

Course/Teacher	Contract of Work to be Completed	Faculty Signature

After the student has made arrangements with each teacher (including Environment Supervisor), the following signatures must be obtained:

ADVISOR \_\_\_\_\_ PARENT \_\_\_\_\_

HEAD OF MIDDLE SCHOOL,  
HEAD OF UPPER SCHOOL,  
or DEAN OF STUDENTS, (as appropriate) \_\_\_\_\_

**PLEASE REMEMBER TO TURN THIS FORM INTO THE MAIN OFFICE WHERE A COPY OF IT CAN BE MADE FOR THE STUDENT. *Thank you!***