

**CACTUS SHADOWS HIGH SCHOOL
PRE-ARRANGED ABSENCE FORM**

Student Name: _____ Student ID# _____

Reason for absence: _____

Dates that you will not be in school: _____

List your classes and teachers in the spaces below. You are to take this form to each individual class and have the teacher sign off on the space provided.

| Class | Teacher Signature | Work Assigned | Due Date |
|---------------|-------------------|---------------|----------|
| Period 1 | | | |
| Period 2 | | | |
| Period 3 | | | |
| Period 4 | | | |
| Period 5 | | | |
| Period 6 | | | |
| Period 0 / 10 | | | |

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Asst Principal Signature _____ Date: _____

Parents, please be advised that per the Cave Creek Unified School District #93 there is an attendance regulation in place (JH-R) regarding loss of credit. Please keep this in mind when requesting time away for your student. Approval of this form/request is contingent upon completion of all course requirements/expectations.

LOSS OF CREDIT (Ref: Board Policy JH-R) High School Students may lose credit for any class which they accumulate thirteen (13) absences and/or tardies during a semester. This accumulation of thirteen (13) absences will count all excused and unexcused absences and unexcused absences or tardies.

****NO FINALS WILL BE GIVEN EARLY, IT IS THE STUDENTS RESPONSIBILITY TO MAKE UP ANY MISSED FINALS UPON RETURNING TO SCHOOL. ANY MISSED ASSIGNMENTS OR CLASSWORK DUE DURING THE REQUESTED TIME AWAY IS THE SOLE RESPONSIBILITY OF THE STUDENT TO COMPLETE.****