Illini West High School
Family Vacation/Trip Pre-Arranged Absence Form

Student Name _____ Grade _____ Date _____

Date(s) of Absence: _____

Reason for Absence: _____

_____

Hour/Class	Teacher Initials	Worked Assigned on Date(s) of Absence
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		

When students know they will be gone from school on a family vacation/trip and they want the absence to be counted as an "Exempt Absence" this form needs to be completed. Students need to see teachers for assignments and teachers need to initial or sign that students met with them. Students will have one day for each day of absence to turn in work or make up work once they return from the absence. Once all the above information has been completed and a parent and student have signed below, turn the form into the principal. The principal will sign the form and keep it on file. **If this is not done before the date of the absence the absence will not be counted as an Exempt Absence.**

_____ _____

Parent Signature Date Student Signature Date

_____

Principal Signature Date