

ST. JOHNS HIGH SCHOOL

PRE-ARRANGED REQUEST

Please complete and return the top portion of this form to the attendance office one day before the planned visit. If the student fails to have the pre-arranged request form turned into the office prior to the visit the result may be an unexcused absence.

Teachers: Please indicate if the student is passing and has acceptable attendance.

	Initials	Comments		Initials	Comments				
1st	Yes	No	_____	_____	_____	3rd	_____	_____	_____
2nd	Yes	No	_____	_____	_____	4th	_____	_____	_____
Seminar	Yes	No	_____	_____	_____	5th	_____	_____	_____

We approve of _____ visiting _____ on _____. This will necessitate being absent from school. (S)He will turn in all work and assignments missed. We understand that (s)he will be riding with _____ and will absolve the school of all responsibility for our student while on this trip.

(Date)

(Parent/Guardian Signature)

(School Official Approval)

-----CUT HERE-----

ST. JOHNS HIGH SCHOOL

APPOINTMENT VERIFICATION

Planned visits are considered extremely valuable experiences. Please verify that the student did keep the scheduled appointment with you.

I met with _____ on _____
(Student) (Date/Time left office) (Location)

(Signature) (Office/Department) (Position)

Please bring the bottom portion of this form to the attendance office the next school day following your visit. If the student fails to return the bottom portion of this form to the attendance office, the result may be an unexcused absence.