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## Request for Pre-Arranged Excused Absence

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This form must be turned in *at least three (3) days prior* to the requested absence in order for CCS to provide class assignments.

In an effort to accommodate this student and their family, teachers will list the assignments that need to be completed for the missed days below. The student is responsible to return to class with all assignments completed. Should there be any make-up tests, arrangements will be made to take them in such a way that will cause the teacher the least difficulty.

Date: \_\_\_\_\_

I request that \_\_\_\_\_ be excused for \_\_\_\_\_  
days beginning \_\_\_\_\_, for the purpose of

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_