



Galesburg Community Unit School District 205

Galesburg Jr. Sr. High School

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Galesburg Jr./Sr. High School Pre-Arranged Absence Verification

As per the Secondary Code of Conduct absences on regular school days are discouraged. In order to meet the varying needs of students and their families, Galesburg Jr. Sr. High School requires students and parents requesting an excused extended absence to complete this pre-arranged absence form. This form must be completed ten school days prior to the requested absences. Please note that teachers are not required to give assignments prior to the absence and it is the responsibility of the student and parent/guardian to communicate with the student's teachers about obtaining make-up assignments.

Today's Date: _____ Student Name: _____ Student Grade: _____

Dates Requested for Absence: _____

Reason for Absence:

School work is requested: Yes _____ No _____ (Not all school work may be available at the time of the request and will be made up upon the student's return)

Parent Signature: _____

To be completed by building Administration: Excused _____ Unexcused _____

Counselor's Signature (9-12 Grades): _____

Period 1 Teacher: _____ Period 5 Teacher: _____

Period 2 Teacher: _____ Period 6 Teacher: _____

Period 3 Teacher: _____ Period 7 Teacher: _____

Period 4 Teacher: _____ Advo. Teacher: _____

Administrator Signature: _____ Date: _____

*** Any school work that is provided to the student prior to the absence must be completed and returned on the day the student returns to school. Any school work that is not provided to the student prior to the absence allows the student the number of school days absent plus one to complete and return all school work assigned upon the student's return from the approved absence.

***It is the responsibility of the student to make arrangements with the teachers to complete any quizzes, tests, exams, presentations, or projects that were missed while the student was absent.