

**OUR LADY OF THE SACRED HEART HIGH SCHOOL  
PREARRANGED ABSENCE NOTIFICATION**

*Submit completed application to the OLSH Main Office.*

**PLEASE NOTE:** The **STUDENT** is responsible for requesting makeup work from all teachers and submitting it on time in order to receive credit for the work.

(Please print legibly.)

Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Reason for prearranged absence(s): \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

ADMINISTRATIVE SIGNATURE \_\_\_\_\_

*(Assignments below must be filled in prior to Administrative approval.)*

**PREARRANGED ABSENCES**

The student listed below has prearranged an absence for the date(s) listed above.

**It is the student's responsibility to arrange for makeup work.**

Please sign below and record the absence(s) as excused in your class record book.

(The Main Office will place the student's absence as "excused" in PowerSchool®.)

<u>Teachers' Initials</u>	<u>Makeup Assignment(s)</u>
Per 1-EVEN _____	_____
Per 1-ODD _____	_____
Per 2 _____	_____
Per 3 _____	_____
Per 4/5/6 _____	_____
Per 7 _____	_____
Per 8 _____	_____
Per 9 _____	_____