



**FOREST HILLS EASTERN MIDDLE SCHOOL**

REQUEST FOR PRE-ARRANGED ABSENCE (3 or more days)

Attendance Office: 493-8856

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**INSTRUCTIONS:**

1. Fill in name, grade, dates absent and subjects.
2. Have parent sign.
3. Ask teacher for signatures and comments.
4. Ask for Assistant Principal's signature.
5. Call the EMS Attendance line and report absence (493-8856).
6. Return Form to EMS office at least five (5) days prior to requested time off.

**DATE** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**DATES OF ABSENCE** \_\_\_\_\_ **THROUGH** \_\_\_\_\_

Reason for absence:

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<b>HOUR</b>	<b>SUBJECT</b>	<b>TEACHER SIGNATURE</b>	<b>COMMENTS</b>
1st	_____	_____	_____
ACE	_____	_____	_____
2nd	_____	_____	_____
3rd	_____	_____	_____
4th	_____	_____	_____
5th	_____	_____	_____
6th	_____	_____	_____

**PARENT SIGNATURE** \_\_\_\_\_

**ASSISTANT PRINCIPALS SIGNATURE** \_\_\_\_\_

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*Note: These absences will be added to the student's total for the semester.*