

WRAY SCHOOL DISTRICT - Wray Elementary School  
PRE-ARRANGED ABSENCE ACADEMIC PLAN

**Complete Steps 1 - 3 and return to the office before the day of your absence; otherwise, your absence will not be considered pre-arranged and you will be asked to bring in extra documentation.**

1. Student Information

- a. Student Name: \_\_\_\_\_
- b. Phone: \_\_\_\_\_
- c. Date(s) of proposed absence: \_\_\_\_\_
- d. Reason for absence: \_\_\_\_\_
- e. Parent/Guardian Signature: \_\_\_\_\_

**I understand that I am responsible for acquiring signatures from all teachers. I understand that I MUST complete and RETURN all assignments within two days of my absence.**

CONSEQUENCE IF CONTRACT IS NOT HONORED: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

2. Obtain all teachers' signatures

PERIOD	TEACHER	ASSIGNMENT	COMMENTS
Reading			
Language Arts			
Spelling			
Science			
Math			
Social Studies			
Specials			

3. Return to the office **before** the day of your absence; otherwise, your absence will not be considered pre-arranged and you will be asked to bring in extra documentation.

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

NUMBER OF ABSENCES THIS SEMESTER: \_\_\_\_\_

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_