



New Direction

High School Completion Program

Pre arranged Absence Form

Students who must be absent from New Direction Resource Center for two or more consecutive days may request a pre-arranged absence approval. The pre-arranged absence requires:

1. Signature by each core instructor as well as New Direction Lead Instructor.
2. Signature by each core and elective instructor.
3. **The student** or parent makes arrangements for make-up work and assignments with instructors at least two days prior to the absence (s) .
4. The absences don ' t occur on " State Testing " days. (See New Direction Calendar for Testing Dates)

.....
Student Name _____

Date (s) : From _____ To _____

Reason: _____

Lead Instructor Signature: _____

Instructors: Please attach assignments for student and sign below if you approve this absence:

1. Course: _____ Yes No Instructor Signature: _____
2. Course: _____ Yes No Instructor Signature: _____
3. Course: _____ Yes No Instructor Signature: _____
4. Course: _____ Yes No Instructor Signature: _____
5. Course: _____ Yes No Instructor Signature: _____
6. Course: _____ Yes No Instructor Signature: _____

Pre arranged absences count toward the ten (10) absence quota per semester. Students may be required to appeal the New Direction School Board for credit approval. Please see the New Direction student handbook for more information on attendance policies.