



HOUSTON ACADEMY

PREARRANGED ABSENCE FORM

Return the completed form to the front office for final approval prior to the absence(s).
A student who has taken a college visit must provide documentation from the college in
order for an absence to be considered a school related absence (SRA).

Student's Name: _____

Grade: _____

Date(s) requesting absence: _____

Date request submitted: _____

Reason for request (attach note from parents):

PERIOD	TEACHER SIGNATURE	COMMENTS
A		
B		
C		
D		
E		
F		
G		

PARENT/GUARDIAN SIGNATURE: _____

MIDDLE SCHOOL HEAD'S APPROVAL: _____

UPPER SCHOOL HEAD'S APPROVAL: _____

REGISTRAR: _____