



Houston Academy

Prearranged Absence Form

After all teachers have signed, parents are to read and sign this form. Return the completed form to the Head of Upper School's office for final approval one week (5 school days) prior to the absence(s). A student who has taken a college visit must have documentation from the college.

Student's Name: _____ Grade: _____

Number of previous requests this school year: _____ Date request submitted: _____

Date (s) requesting absence: _____

Reason for request (attach note from parents): _____

Period	Teacher Signature	Comments

Parent/guardian signature: _____

Date: _____

Upper School Head's approval: _____

Date: _____