

**Box Elder School District**  
**Pre-Arranged Absence Form (6-12)**

**Harris Intermediate School**

515 N Husky Way Tremonton, Utah 84337  
(435) 257-2560 Fax (435) 257-4133

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Students may be excused for “an extended, pre-approved absence that will not adversely impact a student’s education” (BESD Policy 5035). Absences must be arranged 24 hours in advance with the school administration and not after the absence has taken place. Pre-arranged absences are for scheduled family events or scheduled visits to a health care provider. The student is responsible to make up course work for the missed days.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Absences: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

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Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class	Teacher	Homework	Grade	Teacher’s Signature
1				
2				
3				
4				
5				
6				