

The Geneva School  
*Pre-Arranged Absence Form*

Please complete this form at least one week prior to the absence  
and return to the receptionist at the front desk.

receptionist@genevaschool.org 407-332-6363 ext. 201

Name of Student (Please print) \_\_\_\_\_ Grade \_\_\_\_\_

Date(s) of Pre-Arranged Absence \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of teacher(s) to be notified: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please Note:* It is the responsibility of the parent and student to determine missed classroom and homework assignments. Teachers should be contacted directly to discuss strategies for making up missed work. Please refer to the Parent/Student Resource Manual for policies regarding Attendance and Make-Up Work.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(for students in Grades 7-12)

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

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For Office Use Only

Date Rcvd \_\_\_\_\_ E \_\_\_\_\_ U \_\_\_\_\_ DoS Consulted \_\_\_\_\_ DoS Emailed \_\_\_\_\_

Teacher(s) \_\_\_\_\_ Aides \_\_\_\_\_ LLAMPS \_\_\_\_\_ RenWeb \_\_\_\_\_ Initials \_\_\_\_\_