

HEIDELBERG HIGH SCHOOL
OFFICE OF THE ASSISTANT PRINCIPAL

PREARRANGED ABSENCE FORM FOR EXCUSED ABSENCES

Students who are participating in school sponsored activities; study trips, DODDS athletic events, MUN, or any school approved activities must complete the following form prior to absence in order to ensure an excused absence. The sponsor of the activity will distribute the forms to the students. Faculty sponsors must collect and retain this form until conclusion of the event/trip; then the forms are to be given to the Attendance Office.

Students are required to obtain signatures from all of their teachers. Teachers should indicate assignments for the period of the absence.

Student _____ Destination _____

Departure Date _____ Return Date _____ # Days Missed _____

Purpose of Trip _____

Parent / Guardian Approval _____

Telephone: Work _____ Home _____ Cell Phone _____

HHS Attendance Office Signature _____

Period	Class	Teacher's Signature	Assignments for Excused Absence
1			
2			
3			
4			
5			
6			
7			
8			

MEDICAL POWER OF ATTORNEY
(REQUIRED FOR ALL STUDENTS PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY)

I _____ as a parent or guardian of the above named student, do make, constitute, and appoint the school sponsor my true and lawful attorney in fact from _____ to _____ to act for me and in my name, place and stead of purpose of authorization and consenting to any and all medical care and treatment, and all matters and things necessary, desirable or expedient to accomplish such care and treatment for the general health and welfare of the above named student.

SIGNATURE OF PARENT / GUARDIAN _____ DATE _____