



# HERNDON CAREER CENTER PRE-ARRANGED ABSENCE FORM

This is to request permission for:

**Name of Student** \_\_\_\_\_

**Home School** \_\_\_\_\_ **Grade Level** \_\_\_\_\_

**Herndon Career Center Program** \_\_\_\_\_

**To be absent from Herndon Career Center on** \_\_\_\_\_

**For the following reason:**

Home School Activity (describe) \_\_\_\_\_

College Visit

Medical or other health related appointment

Family/Personal (describe) \_\_\_\_\_

**Student will transported to/from Herndon by:**

Family member (name/relationship) \_\_\_\_\_

Permission granted to drive self FOR THIS EVENT ONLY

The persons listed below must approve this request prior to the student's absence. This form will be returned to the attendance secretary at Herndon to be recorded and filed in the student's file.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home School Counselor/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Herndon Career Center Program Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Herndon Career Center Administrator Signature

\_\_\_\_\_  
Date