



Community Schools

GULL LAKE COMMUNITY SCHOOLS (Young Fives thru 8th Grade)

REQUEST FOR PRE-ARRANGED ABSENCE

Academic excellence is the primary goal of Gull Lake Community Schools. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.

Pre-Arranged Absence Procedure

1. Pre-arranged absence form is completed by parent/guardian at least five (5) school days prior to scheduled absence.
2. Parent and student should refer to the Student Conduct/Attendance section of the Student Handbook for policy guidelines.
3. Student/parent returns completed form to building office.
4. Student/parent is responsible for all work missed and it is their responsibility to communicate and make arrangements with teachers for missed work.

Student Name: _____

Grade: _____ Teacher: _____

I request for my child/ren to be absent from school on the following dates:

From _____ To _____

The reason for my child/ren's absence will be:

- Family trip
- Medical absence supported by documentation from medical personnel
- Other

I understand that absences will be coded in accordance with the policy set forth in the Gull Lake Student Handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone # (for verification) _____