

PREARRANGED ABSENCE FORM

This form is to be used for **any vacation** taken during the school year, regardless of the length of time away. It is also used for **any known absence lasting 3 days or more**, not related to a family vacation.

Please be aware homework packets will be prepared and must be returned to the student's teacher.

The school's principal may need to meet with the student's parent/guardian before the absence.

Please turn this form to the school office at least **TWO WEEKS** prior to the absence.

Student Name _____ Grade _____ Teacher _____

Dates of Absence _____ **# of school days missed** _____

Reason for Absence _____

Phone Number: _____ When can you meet with the principal? _____

Would you like to meet with a counselor instead? If yes, when are you available? _____

How will you maintain your student's academic skills while gone?

Signature _____ Relationship to Student _____

Please note: *Missing any amount of classroom instruction adversely impacts a student's learning. Giving homework during the vacation/absence cannot make up for the loss of instructional time with peers and the teacher. The teacher may require additional work to be made up upon return.*

Teacher Review (This section will be completed by the classroom teacher.)

Student is achieving at or above grade level? _____

Will the amount of time absent adversely affect academic performance? Yes _____ No _____

Other comments: _____

Teacher Signature _____ **Homework given to student? Yes ___ No ___**

Appointment Day/Time: _____ **Appointment with:** _____
in-person call email

Vacation: unexcused VAC | excused upon receipt of homework VPA | office approved VPA

Family Emergency Bereavement Medical/Surgery (with doctor's note) Other

Signature _____ Date _____

__ Original in attendance envelope
__ Copy in student's cumulative file

__ Illuminate update
__ Copy to office, if 20+ days

UPDATED 10/3/2018