



## PRE-ARRANGED ABSENCE NOTIFICATION – 10 Days or More West Clay Elementary School

Please plan your trips and vacations with the school calendar in mind. It is very important that your child be in school all 182 days, unless he/she is ill. We are especially concerned about absences right before and after vacation days. The school board requests that parents and their students not leave for vacation until school is dismissed and students should plan to return when school resumes. Please initial: \_\_\_\_\_

When a student is absent for more than ten school days, the Carmel Clay Schools district policy is that the student will be un-enrolled in our database. Your student will be re-enrolled when you return. **Any work or tests that occur during the time frame the student is gone are not made up, but instead parents are charged with ensuring that their student is being given educational opportunities for learning.** Please initial: \_\_\_\_\_

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My child's teacher has been notified of this absence: YES NO

Dates of absence \_\_\_\_\_

Student Name(s) \_\_\_\_\_

\_\_\_\_\_

Teacher Name(s) \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

(Signature does not indicate "approval", but rather signifies awareness of the absence.)