

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 to be absent from school on the following dates:

From: _____

To: _____

The reason for my child'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.

Print First & Last Name of Parent/Guardian

Relationship to Student

Signature of Parent/Guardian

Date

Parent/Guardian Phone # (for verification)