



Pre-Arranged Absence Notification

(Submit for absences of **two or more** consecutive days.)

Regular school attendance is basic to the successful education of your child and absence for any reason detracts from their learning experience. We ask that all parents support the importance of school attendance by scheduling family vacations/trips to coincide with scheduled school closings. The school board requests that students not leave for vacation before school is dismissed and that they return on the date school resumes. **Please initial** _____

Students who are absent for 10 or more consecutive school days will be un-enrolled for the duration of the absence, and will be re-enrolled upon their return to school. Teachers plan their lessons in accordance with the school calendar and are not obligated to provide schoolwork in advance of an absence. Any work or tests that occur during a period of un-enrollment will not be made up and grades will not be recorded. **Please initial** _____

I have notified my child's teacher of this absence: YES NO

Student name(s): _____

Teacher(s): _____

Dates of student absence: _____

Number of school days missed: _____

Date student will return to school: _____

Reason for absence:

Parent/Guardian Signature

Date

Email completed form to [CWE Admin Assistants@ccs.k12.in.us](mailto:CWE_Admin_Assistants@ccs.k12.in.us) or send in to the office at least two weeks in advance of absence.

Office Use Only

Date received: _____

Absences YTD: _____

Principal Signature

(Signature does not indicate the absence is "excused" but signifies awareness of the planned absence.)

1/23/20