

AVON INTERMEDIATE SCHOOL WEST

PRE-ARRANGED ABSENCE REQUEST

TODAY'S DATE: _____

STUDENT'S NAME: _____

TEACHER: _____

I am requesting that my child be allowed a pre-arranged absence on the following date(s):

for the purpose of:

I am making this request at least five (5) **school days** in advance of the absence. I understand that no more than three (3) school days may be pre-arranged per school year.

Parent's signature

OFFICE USE ONLY

____ Approved

____ Denied

Reason:

Principal's Signature

/_____
Date

NOTE: Student's will be required to complete all missed work upon his/her return to school, no later than the number of days of his/her pre-arranged absences, or the student will receive no credit for the missed assignments or tests. Students relinquish eligibility for outstanding attendance awards and recognition when pre-arranged absences are used. No more than three days of pre-arranged absences will be approved per school year. Pre-arranged absences will not be granted during the following circumstances: NWEA and ISTEP testing windows, Parent/Teacher Conference week, and when the requested absence would push the student's attendance record into excessive absence status or if the student has surpassed the allowable number of absences.

