



PRE-ARRANGED ABSENCE FORM

Process for requesting a pre-arranged absence:

1. Parent or guardian will complete and sign the form below
2. Student will submit the form to the main office for approval
3. A school administrator must then sign the form for approval **five (5) school days in advance**
4. Student will take the approved form to every teacher. Teachers will sign or initial the form.
5. The completed form must be returned to the front office prior to the absence.

Students are allowed a *maximum* of three (3) pre-arranged absence days per school year

Pre-Arranged absences will not be approved during the following circumstances:

1. NWEA and ISTEP testing (parent can contact school office for dates)
2. Last 4 days of each quarter
3. When requested absence would move the student into excessive absence status or student has surpassed the allowable number of absences.

STUDENT NAME: _____ **GRADE:** _____ **DATE:** _____

REASON FOR ABSENCE: _____

DATES OF ABSENCE(S): _____ **TOTAL DAYS:** _____

PARENT/GUARDIAN SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

TEACHERS: DO NOT sign this form unless it has been signed by an administrator.

<u>Period</u>	<u>Class</u>	<u>Teacher Signature</u>
1		
2		
3		
4		
5		
6		

**Please refer to student handbook, page 6 for all policies regarding Pre-Arranged absences.