



**AVON MIDDLE SCHOOL SOUTH
Pre-Arranged Absence**

STUDENTS ARE ALLOWED 3 PRE-ARRANGED ABSENCE DAYS PER SCHOOL YEAR

1. Prearranged Absence form must be filled out completely.
2. Parent or Guardian must sign the form.
3. The Principal or Assistant Principal must sign the form.
4. The completed form must be approved by the Principal and in the main office prior to the absence.

STUDENT NAME: _____ GRADE: _____ DATE: _____

REASON FOR ABSENCE: _____

DATES OF ABSENCE: _____ TOTAL DAYS: _____

PARENT OR GUARDIAN SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

The office will notify teachers via email of the absence

No more than three days of pre-arranged absences will be approved each year. Pre-arranged absences will not be granted during the following circumstances:

- NWEA and ISTEP+ testing
- Last three days of a quarter.
- 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.