

Appendix II to Policy 503
**Form for Pre-Arranged Personal Absences, Family Vacations,
and Significant Educational Opportunities**

Entire form must be filled out **5 days prior to the absence for it to be considered excused!**

Student Name: _____ Grade: _____ ID#: _____

Parent/Guardian Name: _____

Parent Phone Number(s): Cell (____)____-____; Home (____)____-____

Date(s) of Absence: * _____ through * _____

*Leaving midday at: _____ AM/PM

*Returning midday at: _____ AM/PM

Check one Box Below:

- ☐ **Religious Observance**
- ☐ **Personal Matter / Family Vacation** - *Please supplement this form with a short written explanation.*
- ☐ **Significant Educational Opportunity** - *Please supplement this form with a short written explanation of the opportunity.*
- ☐ **Athletic Event** - *Please supplement this form with a short written explanation.*

Parents/students are responsible for contacting the teacher(s) and arranging for makeup work before turning this form into the office. Please complete and turn this form in to the office **at least five school days** prior to departure. Forms not turned in 5 school days prior to being gone will result in the absence marked as unexcused. Parent(s) should sign this form before giving it to the classroom teacher.

I have read and understand the conditions listed above:

Parent Signature: _____ **Date:** _____

Office Use Only:

Date received by Office Staff: _____

Revised: 12/17/18