

INGLEMOOR HIGH SCHOOL

Prearranged Absence Contract

Student: _____ Student #: _____ Grade: 9 10 11 12 Date: _____

I. TO THE PARENTS/GUARDIANS:

An absence from school, even though the work is made up, is not advisable unless absolutely necessary and may result in a **lowered grade or loss of credit**. If a student's total absences exceed nine (9), a credit appeal must be submitted to all appropriate teachers at the end of the semester.

- Instruction may not be repeated and could adversely affect the final grade.
- A teacher's approval does not eliminate the need to complete missed course work.
- A teacher's approval does not eliminate the need to appeal for credit if the total excused and/or unexcused absences exceed nine.

The parents/guardians of the above named student request that he/she be excused from school

from _____ through _____ for the following reason:
(Date) (Date)

II. TO THE TEACHERS:

Please state whether the above student is doing good, average, or poor work and what the effect of the absence might be upon the student's grade. In addition, note if it would be possible for the student to make up, in advance, the work which he or she will miss. This form, with your comments, will be sent home for the parents' information before the excuse is granted.

Periods	Course Name	Work Good √	Work Poor √	DO NOT Advise Absence	Make-up Work Due Dates:	Teacher Signature and Comments:
0						
1						
2						
3						
4						
5						
6						
7						

III. Parent Authorization: Above are the comments of the teachers regarding the effect of the absence upon the work in my student's classes. After considering this information, I request that Inglemoor High School grant the request for an excused absence.

Parent/Guardian Signature: _____ Date: _____

IV. Return this completed signed form to the IHS Attendance Office.